



NAUTICA COMMUNITY

33 ELLEN STREET

37 ELLEN STREET

RESIDENTS' HANDBOOK



INTRODUCTION

WELCOME TO NAUTICA!

You have joined a unique condominium community in the heart of Barrie's lakefront and to make your transition a bit easier your Boards and the Property Manager have issued this Residents' Handbook.

The Guide contains important information about how your community functions including key contacts and resources on how to care for your home. It provides a great orientation and we recommend that you keep and use it as a reference tool. We appreciate and welcome any feedback or, if you have any questions, please contact your Property Manager.

As a member of our community, we invite you to take advantage of the Board or resident organized social activities which are a great way to get acquainted with your neighbours. Social activities are listed in the community's newsletter – The Nautica – which is issued monthly. Events are also posted in the elevators, on the Podium, and on the web at www.nauticacommunity.ca.

IMPORTANT CONTACT INFORMATION

Property Management



Van Smith, RCM, Condominium Manager Site Office (705)
792-0101 nauticapm@rogers.com
Kyle Kingston, RCM, Regional Manager (416) 510-8900 Ext 2011
kkingston@crossbridgcs.com
Stephanie Cox, BBM, RCM, Regional VP (416) 354-1931
scox@crossbridgcs.com

24HR Emergency 1-800-949-0274

The on-site Management Office is located at Nautica on the second floor in the Podium area.
Regular on-site office hours are:

Mon. - Fri ~ 9:00 am to 12:00 pm
1:00 to 5:00 pm

Superintendents 705-333-8885 *Gabby Egyed & Mona Oancea*

Elevator bookings, moves & deliveries,
fob programming, amenities bookings 705-333-2537

Site Personnel 705-333-8885

After Hours

Building Operational Emergency 1-800-949-0274 *24/7 emergency Answering Service*

In the event of an emergency after hours (e.g. flood), please call Site Personnel at 705-333-8885 or Crossbridge Condominium Services Ltd. Toll Free: 1-800-949-0274

All Other Emergencies

Ambulance, Fire & Police 9-1-1

Miscellaneous

Barrie Fire & Emergency Service 705-728-3199 (non-emergency phonenumber)
Barrie Police Services 705-725-7025

Nautica Website www.nauticacommunity.ca

Your Mailing Address

33 Ellen Street, Barrie, Ontario L4N 6G2; or
37 Ellen Street, Barrie, Ontario L4N 6G2

SIMCOE STANDARD CONDOMINIUM CORPORATION NOS. 354 AND 360

The Declaration for 37 Ellen Street was registered as Simcoe Standard Condominium Corporation No. 354 (S.S.C.C. #354) on December 24, 2009. The Declaration for 33 Ellen Street was registered as Simcoe Standard Condominium Corporation No. 360 (S.S.C.C. #360) on June 10, 2010.

The Common Elements consist of various components, which are jointly shared and owned by all the unit owners who purchased in the condominium project. Typical Common Elements include: building structure, mechanical, electrical and plumbing distribution systems; elevators, lobbies, corridors and stairwells; roof assembly; building envelope (exterior walls, window panels); parking garage structure and amenities such as party room, games room, exercise room, pool, guest suites, landscaping and entrance. In other words, Common Elements include all areas outside the vertical and horizontal boundaries of each specific residential unit.

Exclusive use Common Elements refer to Common Elements such as balconies, patios and/or private terraces that are strictly used by the specific unit owner and are therefore reserved for their exclusive use. The Corporation and its agents have the right to access Common Elements and Exclusive Use Common Elements via your suite for the purpose of conducting the Corporation's business.

THE BOARD OF DIRECTORS

The Board of Directors is responsible for looking after the affairs of the Corporation. Property management has been appointed to act on behalf of the Board.

Your Board of Directors consists of five members who are elected by the unit owners at the annual meetings of Owners. Annual meetings take place within six months following the fiscal year-end, which is December 31.

Upon election, every Board member has to sign the Directors' Code of Ethics.

PROPERTY MANAGEMENT

The Manager has been appointed to manage the affairs, the property and the assets of the Corporation consistent with the requirements of the Condominium Act, the Declaration, By-Laws, Rules & Regulations of S.S.C.C. #354/360 and with Federal, Provincial and Municipal laws and regulations as they pertain to the operation of the Corporation and of the Property.

Crossbridge Condominium Services has an on-site office located on the podium and the head office is located in North York.

The role of Property Management is to deal with the day-to-day operations and condominium related concerns of the residents. Property Management is accountable to, and takes direction from, the Condominium Corporation's Board of Directors, and is directly responsible for the maintenance, appearance and upkeep of all the Common Elements throughout the complex.

Listed below are some of the Common Element and general items, which are the responsibility of the Property Management Company:

- (a) operating, maintaining, controlling, managing and administering the common elements and assets of the Corporation;
- (b) enforcing the Declaration, By-Laws, and Rules & Regulations of the Corporation;
- (c) collecting the common expenses;
- (d) obtaining and maintaining building insurance;
- (e) providing status certificates;
- (f) keeping and maintaining the Corporation's records ;
- (g) financial reporting.

SUPERINTENDENTS/CLEANERS

The resident Superintendents are responsible for the day-to-day operation of the Common Element mechanical systems. They will also attend to minor Common Element repairs, such as replacing light bulbs, as well as, testing the emergency generator and moving the garbage bins out into the loading area for pick up.

The Superintendents and/or contracted Cleaners will also be responsible for cleaning all Common Element areas such as the lobby and corridor.

HOMEOWNER

Take the time to get acquainted with your unit and thoroughly understand the information outlined in the Residents' Handbook as well as your Declaration, By-Laws and Rules & Regulations for both, the tower and the shared facilities.

It is your responsibility to care for and maintain your unit; for example: changing light bulbs, and cleaning or replacing filters in the laundry, heating/cooling system.

EMERGENCIES

To assist you in understanding what to do in the event of fire, please read and become familiar with the building's Fire Safety Plan.

STAND-BY POWER – EMERGENCY GENERATOR

The building is provided with an emergency stand-by generator in the event of electrical power loss. A diesel generator is designed to operate one elevator, emergency lighting, fire alarm and detection system, sprinkler and fire pumps, and stair and elevator pressurization systems.

The building ventilation systems automatically shut down during a fire alarm so as not to feed air to a fire.

ELEVATORS

Each elevator contains a call button, which will automatically contact the Elevator Company. All elevators will be brought to the ground floor lobby level automatically. Elevators will stop on the second floor if a fire alarm is activated on the ground floor.

DEFIBRILLATOR

The unit is located on the second-floor podium across from the security desk. This device is easily operated and offers real time C.P.R. feedback.

GENERAL INFORMATION

The following guidelines are to be used in conjunction with the tower and shared facility rules.

BICYCLES

For reasons of uniformity bicycles are not to be stored on balconies, terraces or patios. Refrain from locking bikes to common area posts, fences or pipes, as they will be removed at the Owner's expense.

Residents who own a parking space may purchase a single or a double bike rack through the Corporation to be permanently installed in their parking unit. Contact Management for details.

Bike Racks are also provided by the Corporation in the common areas of the garage using a rental system. Please contact the Manager for details regarding these limited racks.

DOORS & LOCKS

The hallway Suite doors are exclusive use common elements. Please do not change the lock. If you wish, the lock can be re-keyed so the master key can still be used. Contact the Property Manager to arrange for the Corporation's locksmith to do this work.

Owners who have changed their lock can be charged for an additional service call, if for example the technician that is conducting the yearly fire inspection cannot gain access to your Suite.



KEYS & KEY FOBS

Key fobs/garage transmitters will access all common area doors, including the front door to the condominium and the garage door. Owners may purchase additional key fobs/garage transmitters from the Superintendent Office as per the rules.

The Suite entry door and lock are Common Elements and as such cannot be changed without Board approval.

LANDSCAPING

Residents shall not litter, alter, harm, mutilate, or destroy any of the landscaping work at Nautica, including grass, trees, shrubs, hedges, flowers or flowerbeds.

Owners with private use common element gardens are responsible for the maintenance of those amenities. If repairs are necessitated due to neglect (not watering) or abuse (pet urine), those repairs will be made at the expense of the owner.

MAIL

The mailroom is located on the main level and can be accessed through the front entrance lobby. Your mail is delivered and picked up on weekdays and placed in the individual assigned mailboxes. Mailboxes are labelled with your suite number. If a parcel, larger than your mailbox, should arrive, the delivery person will attempt to contact you via entrance communication system, to pick up your package in person at the front door. If you are unavailable, your parcel will be stored temporarily at the Post Office. You will be notified with a postage card placed in your mailbox.

A postal package that will not fit in the mailbox may be placed in the parcel locker. If you find a key in your mailbox, please use it to open the parcel locker, relock the door and place the key back through the slot.

MOVING & DELIVERIES

Moves and deliveries must be booked with the Superintendent in advance to allow for scheduling. It is required that you complete an "Elevator Reservation Agreement". In case of damage caused by the move/delivery, the Resident or Owner will be held responsible for the entire cost of repairs.

Moving trucks will off load in the indicated loading area. All cardboard and boxes should be removed from the site by the moving/delivery people. Otherwise, please break them down and place them in the large garbage bin located in the Garbage Room. Your Property Manager and the Superintendent have the authority to refuse any move that was not pre-arranged.

Moving Day



- No moving or deliveries of any furniture or large object shall take place through the main entrance or fire exit doors.
- No move in or deliveries will be scheduled on a Sunday or Statutory Holidays.
- Moving trucks cannot block access to the parking garage or the driveway to the front entrance, as well as any fire routes.
- The resident must be present to monitor their movers and provide entrance through the appropriate doors.

NOISE

All residents and their guests are requested to have consideration for their neighbours. Loud music, boisterous behaviour, obnoxious conduct or unwillingness to restrict such behaviour will result in action being taken by Management to obtain compliance. Please remember that you are living in a building with other people and make sure that all noise ends at 11:00 p.m., as per the City's By-Laws.

Please report any disturbances in writing with details so that Management may investigate.

Bumping, banging or drilling walls or floors especially non-carpeted floors will inconvenience your neighbours.

Be considerate and do not let your suite door slam when closing.

Noise from the garbage chutes can be disturbing to neighbouring units, so please do not use the chutes between the hours of 10:00 p.m. and 8:00 a.m.

NO SOLICITING

Soliciting and canvassing inside the Condominium are prohibited, provided that neither the Corporation nor any agent of the Corporation shall restrict access to the Corporation property by candidates (or their authorized representatives) for election to the House of Commons, the Legislative Assembly of Ontario or any office in the municipal government of the City of Toronto or any school board for the purpose of canvassing or distributing election material.

ON-SITE MANAGEMENT OFFICE

The Management Office is located on the second floor Podium. Suggestions, comments, concerns or complaints should be given to the management office in writing.

Please ensure that an Occupancy Registration Form is completed and submitted to Property Management. This information is required as per the Condominium Act.

Make sure you inform the Management Office in writing of the name(s) and address(es) of any next-of-kin or personal friend(s) you wish to be notified in case of emergency or accident.

OWNER/TENANT CONTACT INFORMATION



If any of your contact information changes, please remember to update Management by using the "Owner/Resident Information Sheet" (download the form from the Nautica Website).

If you decide to lease your condo, you will be responsible for your tenants' actions. Owners are required to complete a "Form 5" and provide the Corporation with a copy of the lease agreement. As your tenant(s) will be required to comply with the Declaration, By-Laws and Rules & Regulations, please provide a copy of the documentation to your tenant(s). Make sure you indicate your off-site address, so any owner-related correspondence can be sent to you.

PARTIES

When you have a party you are responsible for your guests and their behaviour. Make sure that the party stays in your suite: No smoking, drinking or gathering in the common area hallways.

If Security informs you that your party is disturbing your neighbours, you are required to reduce the noise immediately and keep it at a low level. If you are unable to do that, the party must end. If you do not respect the request from Security, the Police may be called.

If you are disturbed by a party being held by a resident after 11:00 p.m., please notify Security and the guard on duty will request that the disturbance stop. If the noise continues, Security will contact the Police.

PETS

Residents are allowed to have domestic pets, such as dogs (not exceeding 25 pounds), cats, small caged birds and aquariums, as described in the Declaration. Pet owners are not allowed to walk their pets anywhere on the Common Elements unleashed. Pet owners must walk their leashed animals off the property and clean up after them. Pets are not permitted to be exercised in the lobbies, corridors, stairways, garages or any other portion of the Common Elements within the building.

All damages caused by a pet to the building, floors, walls, trims, tiles, carpeting, stairs or any other portion of the Common Elements shall be responsibility of the owner of the suite and the said owner shall fully reimburse the Corporation for the cost of the repair, replacement or renovation.



Pets that create a nuisance (e.g. persistent barking) may need to be removed from the property.

Do not dispose of pet waste down the garbage chutes. Please make sure to dispose of pet waste (e.g. cat litter) in properly sealed plastic bags to be placed in the garbage bins located in the garbage room.

SECURITY

The security desk is located in the Podium on the second floor.

Your visitors can inform you of their arrival using the communication system located at the front entrance. Once they have entered your assigned code, the telephone within your suite will ring. You must enter the number <9> for the interior doors to unlock allowing access to the building. You may be able to view the guest at the door on your television through our video monitoring system depending on your service provider. Please do not allow access to any unknown or suspicious visitor.

All Residents are asked to do their part and contribute to safety and security at the building. Please remember the following:

- Lock your vehicle at all times; make sure windows are closed entirely.
- When entering/exiting the garage, take a moment and wait until the door is closed behind you before you proceed.
- Report any suspicious behaviour on or around the property to the Police, Security and/or the Superintendent immediately.

- Use the panic buttons (blue boxes on pillars) in the garage, if you feel in danger.
- Ensure visitors are screened before allowing entry.
- Do not allow others to enter with you at the lobby door unless you know they are residents.
- If in doubt about entering an elevator with someone, don't.
- If in doubt about someone in an elevator, get out and go to the nearest suite door.
- On leaving an elevator, make sure you are not followed to your suite.
- Ensure good control of suite keys. Make sure you have a spare key in case you lose a key.
- When leaving your suite, secure balcony doors and windows.
- When entering and leaving the building and grounds please ensure that all locked doors and gates are closed and locked behind you.
- Residents should keep the doors to their suites closed and locked at all times.
- When leaving your vehicle in a parking garage, lock all doors and windows, keep valuables out of sight, have your keys ready to enter building and report any suspicious activity immediately to the Police.

SMOKING

By-laws of the City of Barrie prohibit smoking in all interior common areas, including the parking garage. The Smoke Free Ontario Act also prohibits smoking under overhangs such as the building's canopy. If a resident chooses to smoke outside the building, please smoke away from the door and do not dispose of cigarette butts on the building grounds.



The exterior second floor terrace has been designated a non-smoking area.

STORAGE UNITS (LOCKERS)

Storage Units are located on the second and third floor of the building. Access into the locker area is by fob. Each locker is individually assigned and it is the Owners responsibility to provide a lock for their individual units. Do not leave valuables in your storage locker. Please do not use locker units that are not owned by you.

Do not store items outside your own locker or on top. Doing so may obstruct the sprinkler system and this is against Fire Code.

YOUR CONDO SUITE

APPLIANCES

Before using any appliance, it is highly recommended that you read the instructions carefully so that you may take full advantage of its capabilities and avoid doing yourself or the appliance harm. All appliances are the Owner's responsibility.

Do not leave your apartment unattended while appliances are operating. There is always the remote possibility that a leak or electrical short may occur which may result in a flood or fire unattended.

Dishwasher

Only use detergent recommended specifically for dishwashers. Alternatives can cause leakage and excessive bubbles. Also ensure that food is rinsed off tableware before placing it in the dishwasher. Failure to rinse dishes may result in food particles blocking the main drain, and unnecessary repairs.



Dryer

Clean the lint from the dryer door after each dryer use. Depending on the size of the load check the auxiliary lint trap mounted on the ceiling inside your laundry room every month, and clean as required. Should the lint trap not be cleared, you will find that clothes will take longer to dry, there will be excessive humidity in your suite and damage to the dryer motor and switches may result and cause a fire.

Microwave / Exhaust Fan

Do not use metal or metal trimmed pots or glasses or metal foil in the microwave. The microwave must never be used to dry garments or any fabric as a fire may result.

Use your exhaust fan whenever cooking and approximately a half hour afterwards to avoid cooking odours from being released into the corridor, to lessen grease build-up on kitchen surfaces and reduce humidity within your suite. The metal filter may be washed in the dishwasher. The exhaust fan is also a great tool in filtering air to the exterior. For preventative maintenance, the filter and fan should be removed and cleaned every three to six months depending on your cooking habits.

Refrigerator

Your refrigerator may have one or two controls that let you regulate the temperature in the freezer and refrigerator compartments. The refrigerator control is a thermostat, which measures the temperature and regulates the running time of the compressor.

Stove

Do not leave cooking unattended for even a few seconds. Needless fires happen when oil is left heating on a stove. Do not use the oven for drying garments. Do not use the oven for heating your suites.

Washer

When away from your suite for an extended period of time, you should turn OFF the shutoff valves to avoid possible flooding. We recommend that you periodically inspect the washer hoses for signs of wear and tear and possible loose connections. Hoses that break can cause substantial damage not only to your suite but also to suites below, which you will be responsible for. Replacement hoses require 250 PSI working pressure and 1,000 PSI burst pressure. Do not overload the washer. Make sure to distribute the items evenly in the washer to avoid excessive vibration.



The lint trap in your machine should be cleaned after each load. There is another built-in lint

trap to be serviced and it is located in the exhaust duct, ahead of the exhaust fan. This built-in trap has been installed to reduce the chance of escaping lint fouling the exhaust system.

CARE & MAINTENANCE

All investments need protection. Homes, like cars, need regular maintenance and check-ups. Proper care for your home will save you a great deal of expense and inconvenience.

When it comes to safeguarding the appearance and value of your unit, remember that the best defence is a good offense! Take time to get acquainted with your unit. There's no better way to generate understanding and appreciation of how your home is constructed and how the electrical and mechanical systems work. It is important for all residents to be familiar with all water and electrical shut-off locations.

ELECTRICAL

Your electrical panel circuit breakers are located in the Laundry Room in your suite. Your main breaker that supplies electricity to your in-suite panel is located in a corridor electrical room. It is unusual for this breaker to trip. If this breaker trips your suite would be totally without power. If your suite is totally without power, please check to see if power supply to the building has failed. If other neighbours have lost power or the emergency hall lights are on then the building has lost power. If unable to determine the problem, please contact the Management Office to investigate for you or to advise you. We recommend not to turn off breakers that supply power to your unit as some of the breakers supply power to your heat detector connected to fire alarm system.



Suite Electrical Failure

Each breaker is identified for its general purpose. In the case of electrical failure, first check this panel for a "tripped" breaker in the "off" position. To reset, push the breaker all the way "off" and then "on".

Note: Have a qualified Electrician perform any electrical work.

HEATING & COOLING SYSTEM/HEAT PUMP

Heat Pump Systems

The building is designed with a Heat Pump System, which has a number of benefits over other HV AC systems. Heat Pump units are smaller and take up less space in the suite than other systems. They are quieter in operation and more efficient in energy use. They allow total individual control over the heating or cooling of the individual suite. Certain maintenance procedures are required to keep your Heat Pump functioning properly.

Please take a few minutes to read over the following information, which explains the functioning of the system and the required maintenance.

Heat Pump Functioning

The heat pump system requires a central boiler and cooler to "power" the system, which are located in

the Common Element areas of the building. There is a continual loop of liquid (usually glycol) that circulates throughout the system. This loop connects all the individual heat pumps to the central boiler and cooling tower. When all units are calling for heat, heat is added to the system by the central boiler. When all units are calling for cooling, heat is extracted from the loop by the cooling tower.

The central system is part of the Common Elements of the building, its maintenance covered by the condo fees.

Each individual heat pump can either heat or cool and is controlled by an individual thermostat. When a unit is cooling, it is taking heat out of the air and putting it into the loop. When a unit is heating, it is taking heat out of the loop. Heating and cooling can be accomplished without using the central boiler or cooling tower. Thus, the system is very energy efficient and can make use of solar heat gain.

The individual heat pumps are owned by the suite owners and their maintenance is their individual responsibility.

Heat Pump Maintenance

The heat pump unit has been designed to be as maintenance free as possible. However, it is recommended that a semi-annual maintenance check be performed.

The filter in the unit should be changed every six months in early spring and fall. This maintenance is up to the owner/resident.

Note: Have a qualified professional do any work involving removal of inlet grille. The exposure to live electrical and rotating parts is highly dangerous.

How to inspect the heat pump unit:

- Run system through operation check.
- Remove grille. Replace filter. Clean grille if required (filters may require more frequent changing in certain environments).
- Inspect fan. Clean as required. Fan motors are permanently lubricated unless noted on fan cover indicating lubrication instructions.
- Inspect drain pan. Clean if necessary. Check condensation drain line to ensure it is open and clear.
- Replace return air filter and grille.
- Remove and clean supply air grilles, if required.

How to reset your heat pump after a power outage/interruption:

- A) If the thermostat is working but cold air is coming through, please reset your heat pump as follows;
- Open the door to your heating unit; above the filter section you will find ON/OFF switch;
 - Place switch into "OFF" position; wait for 30 seconds and put it back to "ON" position;
 - Heat should come back; if not please contact the site personnel.
- B) If the thermostat screen is blank (has no display), please:
- Go to the breaker panel inside your unit and find the breaker labelled "heat pump". (In case of two

heat pumps please identify both breakers; these breakers are double breakers with a small metal pin in between them.)

- Even if the breaker appears to be in the “ON” position you will still need to place it back to the “OFF” position. (Please ensure you are pushing both sections, including the metal pin, at once.)
- Push back the breaker into the “ON” position.
- You may need to repeat this step multiple times until the display is back on the screen of your thermostat; if the display does not come back on, please call the site personnel.

Filters

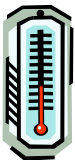
If you use your air conditioning or heat on a daily basis, you should clean or replace the filter every few months. If you only use your system a day or two a week, you should vacuum or replace it every 6 months. Filters are available for purchase at the Nautica Management Office or from the Superintendent.

Thermostats

Most people are unaware that they can damage their heat pump system by improperly using their thermostats. Please check your own thermostat instructions.

The first rule of thermostat use is; never adjust the temperature on the thermostat up or down, unless the system switch on the thermostat is in the OFF position. Any time you find it necessary to adjust your thermostat you should follow these steps:

Switch system to the off position.



1. Make necessary temperature adjustment.
2. Wait at least two (2) minutes.
3. Set the switch to the Heat or Cool or Auto position.

Failure to follow this procedure can short cycle the compressor. Short cycling can blow fuses, trip circuit breakers and done often enough can and eventually destroy the compressor.

INSURANCE

It is strongly advised that all owners purchase and maintain suitable insurance. The Corporation's insurance does not cover items within your suite. We recommend that all owners obtain a condominium insurance package, which includes the following: liability insurance, contents insurance, betterments and improvements insurance, loss assessment and contingency insurance.



Please refer to the Corporation's Standard Unit By-law for further details and provide a copy of the by-law to your insurer for adequate insurance coverage.

If you are renting a suite, we suggest that you obtain insurance to cover your contents, liability and betterments and improvements.

Should damage occur to the Common Elements or other units, which originated from your unit, you may be responsible for the damage in its entirety or minimally you will be responsible for the Corporation's deductible. There is a contingency policy available, which covers the Corporation's deductible. Contact your insurance broker for further details.

PLUMBING & FIXTURES

Showers



Do not shower without ensuring the shower curtain or door is tightly closed at all shower edges, to avoid water damage to suites below. Ensure that any water that escapes to the floor is wiped up promptly. Ensure the bathroom fan is turned on whenever showering.

By turning on your exhaust fan, the humid and moist air will be filtered to the exterior and will eliminate the build-up of mildew.

Should you ever see any cracking, water dripping or sagging of ceilings or walls in the bathroom area, report the problem immediately to Management Staff.

Water Shut Off Valves

Your suite will have one cold and one hot water shut off valve located either in the main bathroom, ensuite bathroom or laundry room. The shut off valves located in the bathrooms are inside the vanity, under the sink. The shut off valves located in the laundry room are directly behind the washer or to the side of it. Please familiarize yourself with the location of these shut off valves. Ensure that these shut off valves are always accessible.

Turn off the water to your entire suite should a plumbing emergency arise at any time and when you are away for any extended time.

Water Leaks

In order to avoid possible water damage to the floor below, spills should be mopped up immediately and leaks repaired promptly. Should your taps be leaking, we urge you to repair them immediately as wasted



water will increase our utility consumption and cost extra money. Should you experience a toilet overflow or leak of any kind, or if you see water entering your suite, we ask that you contact the Management Staff, the Superintendent, or Security immediately to advise them in case the water is leaking into another suite. This way damage can be kept to a minimum.

REGULAR MAINTENANCE

All in-suite maintenance is the Owner's responsibility, this includes all pipes, wires, ducts, and mechanical apparatus, heating and cooling that solely serves your suite. If you require maintenance work, please contact an experienced, licensed and insured contractor of your choice.

RENOVATIONS

Apart from decorative changes including painting, an Owner cannot make any suite alterations (e.g. new flooring) without prior written consent from the Board.

Please outline your home renovation project in writing to Hassey Management and it will be brought up at the next Board meeting. You will then be notified whether your in-suite renovations have been approved and you will be provided with the condominium's guidelines.

As soon as the work has been scheduled, contact the Superintendent to book the elevator for the delivery of materials, if applicable. You will be held responsible for any damage to the common areas. Contractors are to remove all debris from the property.

STATUS CERTIFICATE

You will need a Status Certificate if you want to sell your condo or if you want to refinance your mortgage. Property Management prepares the Status Certificate along with the required documents (audited financial statements; Declaration; By-Laws, Rules & Regulations; etc.). Contact the Management Office to request a Status Certificate.

HALLWAY SUITE DOORS

The building has been engineered to have fresh air provided from the halls. Do not install weather-stripping on the entrance door. It can cause condensation problems that deteriorate drywall, wood trim and creates mould that typically appears in corners of drywall and window surfaces.

COMMON ELEMENTS

The following guidelines are to be used in conjunction with the tower and shared facility rules.

BALCONIES & TERRACES

Clotheslines or hanging of laundry on balconies, terraces or patios is not permitted. Similarly, you are not allowed to hang flower pots from the balcony as these will be considered a Corporation liability should they fall off.

Balconies and terraces are not to be used for storage. Only seasonal furniture is permitted to be placed on balconies and terraces.

Please keep your balcony/terrace clean. Remember that there are residents above and beside you:

- When watering plants, make sure no water is dripping below.
- During winter months, be careful and do not shovel snow off your balcony. Ice, snow or other substances hidden in the snow, falling from such a height is dangerous and could severely injure someone or cause damage.
- Properly dispose of cigarette butts and do not throw them off the balconies and terraces; they may land on other balconies/terraces and constitute a serious fire hazard due to flammable materials.

Satellite Dishes

The Condominium Declaration prohibits the installation of any antennae, aerial, satellite dish or similar structure to be fastened to the Common Elements except in conformity with municipal by-laws and regulations and the consent of the Board.

Barbeques

Barbeques or any other form of cooking apparatus shall not be operated on any tower patio or balcony. Townhouses are allowed to barbeque in their front yard.

COMMON AREA CONDUCT

Smoking is not permitted in the common areas of the building. Also, the consumption of food and beverages is not allowed in the common areas of the building, including, but not limited to, corridors, stairwells, lobby and elevators. Proper footwear and clothing must be worn in the common areas at all times. No bare feet allowed.

CORRIDORS & DOORS

Corridors may not be obstructed in any manner at any time by doormats, boot trays, strollers, shopping carts or any other objects. Items left in the common corridor will be removed.

Do not fix anything to a suite door, i.e., doorknockers, signs and decorations. You will be asked to remove these items, as per the Declaration, and as these items are flammable.

GARBAGE DISPOSAL

Garbage is disposed of down the garbage chute located on each floor in a small closet near the elevators.

Please discard all household refuse between the hours of 7:00 a.m. and 10:00 p.m. Nothing is to be left on the floor of the disposal room and/or garbage chute room.

All garbage must be properly bound, packaged, bagged and sealed to prevent any undue odour, mess or damage during its descent within the garbage chute. All garbage must be firmly pushed down the garbage chute and not left within the mouth of the chute.

Do not put burning materials such as cigarettes, ashes, flammable liquids, paint cans or aerosol cans into a chute. They are fire hazards and may cause damage to the garbage chute and the compactor room on the main floor.

Bulk items - bundles of paper, coat hangers, cartons, broom handles, kitty litter, etc. - block the chute. Do not put them down the chute. Take them to the disposal area on the main floor.

Bulk items (such as mattresses, furniture and other very large items) and combustible items (such as paints and varnishes) must be discarded by the Owner/Resident and arrangements made directly with Barrie's disposal site.

Recycling / Organic Programs

Homeowners are responsible for bringing all recyclable items to the Garbage Room, located on the ground floor, and sorting the material into the appropriate bin. Recyclable materials include, paper, cardboard, plastics, aluminium, tin and glass.



Organic items include all food scraps, coffee grounds, tea bags etc. Please see Green Guide.

PARKING & VISITOR PARKING

Access to Parking Units

Always use your own parking spot. Vehicles parked in unauthorized spots will be ticketed and/or towed at owner's expense. Please ensure management staff has your correct license plate number.

Each parking unit shall be occupied and used only as a private parking space by a private passenger automobile or motorcycle. No bicycles (except on approved racks), boats, trailers, snowmobiles, tents, machinery, equipment, supplies or other items of any kind may be kept or stored in any parking unit or on any part of the common elements.

We would like to remind you to lock your vehicles at all times and avoid leaving valuables inside. When entering or leaving the premises, please operate your vehicle at a speed not in excess of 10 km/h, headlights should be turned on and drivers should adhere to all posted signs.

Visitor Parking Lot

There are multiple outdoor visitor parking spaces, including handicapped spaces. Only the Visitors and Guests of the Owner, Resident and/or Tenant of the Unit shall use any of the parking spaces. Visitor parking spaces are not assigned, and may not be leased or sold to any Owner. Parking availability is on a first come first serve basis. Owners/Residents may not park in the visitor's lot at any time.



Visitors are allowed to park in the Visitor Parking Lot for a maximum of three (3) consecutive nights. When visiting between 2:00 a.m. and 7:00 a.m., visitors must register their vehicle for overnight parking using the self-registration permit located at the security desk on the podium.

Unauthorized vehicles are subject to tagging/ticketing and towing at the vehicle owner's expense.

Parking Garage

A seal coating is applied to the garage floor surface to prevent water and road salt penetration into the concrete that causes structural damage to the garage floor and foundation. Vehicles must be equipped with rubber tires. Steel wheels or rims can damage the topping of the floor surface.

Gas, oil or other chemicals can damage this coating. Please keep your parking area clean at all times. If oil leaks or spills of any kind occur, please clean them with soap and water or throw an absorbent material on the spot to soak up the spill and later clean the area. Leaks left for any period of time will result in damage to the garage surface and will be the financial responsibility of the owner of the parking space to repair to its original condition.

Vehicle repairs, washing and oil changes are not allowed in the parking areas.

Repairs are expensive. A few minutes of your time could avoid this unnecessary expense. When parking your car, please do not dry-steer (i.e. steering your car when it is not moving), as this can damage the membrane. Repairs to the parking surface can be charged back to the Owner of the parking space.

Parking spaces are for vehicles only and are not to be used for storage of any articles or non-functional vehicles. These will be removed and items may be discarded.

RECREATION FACILITIES

Please Note: Facilities and Equipment are used at your own risk.

The Condominium Corporation and the Property Management Company and their principals, representatives and employees are not responsible for any injuries sustained while using the recreation amenities.

In the interest of safety, security and the welfare of children, children under the age of 16 must be accompanied and under the supervision and responsibility of a resident aged 18 and older.

If you find that you are the last one to leave, please ensure the lights and stereo, if present, are turned off.

Kempenfelt Room

The Kempenfelt Room is located on the podium and is accessible through the upper foyer. It is for the use of residents when they wish to host a gathering too large to be held in their unit. The room contains a kitchen (microwave, fridge, sink) and seating areas.

The Kempenfelt Room holds a maximum of 104 people and can be rented. Arrangements to use the room can be made through the Superintendent using the Amenity Room rental agreement form.

Ellen Room

The Ellen Room is located on the podium. It is for the use of residents when they wish to host a gathering too large to be held in their unit.

The Ellen Room holds a maximum of 80 people and can be rented. Arrangements to use the room can be made through the Superintendent using the Amenity Room rental agreement form.

Games Room



The Games Room is located on the podium and is accessible through the upper foyer. The room contains donated, fragile and expensive equipment (e.g. a billiard table) and seating area.

Please use all games and equipment with great care. Use your FOB to access the room.

Conference Room

The Conference Room is located on the podium. It is for the use of residents when they wish to hold a small meeting; a table and 8 chairs are inside the room.

The Conference Room holds a maximum of 8 people and can be rented. Arrangements to use the room can be made through the Superintendent using the Amenity Room rental agreement form.

Library

The Library is located on the podium. It is for the use of residents. All books are donated.

Pool, Hot Tub & Saunas

The Pool is located on the second floor and is accessible with the use of your FOB. The hot tub and sauna are part of the Pool facility.

The Pool Room can only be used between 5:00 a.m. and 11:00 p.m.



The pool is UNSUPERVISED. Persons under 18 years of age are not allowed within the pool enclosure unless accompanied and directly supervised by a parent or his or her agent who is not less than 18 years of age.

For safety and consideration of others, please no diving, running, excessive noise or spraying of water in the pool area. No water toys, other than those supplied in the pool area are allowed.

Fitness Room

The Fitness Room contains various cardio vascular machines and a stretching area with mirror and balance bar.

Only soft soled non-marking shoes and appropriate exercise clothing are to be worn in the Fitness Room.

For health and cleanliness reasons, please take the time to wipe down the equipment after each use with the disinfecting cloths provided.

SECOND FLOOR TERRACE (COMMON AREA)

Residents using the common element terrace on the second floor are reminded to be considerate of their fellow neighbours, particularly those whose suites face onto, or are located above, the common element terrace. Accordingly, no running, boisterous behaviour, yelling or general misconduct will be tolerated. The common element terrace may not be booked for exclusive use by anyone.

Residents using the common terrace are fully liable for any damages that they or any guest may cause.

Pets are not allowed on the common element terrace. The terrace is a non-smoking area.