

# **WELCOME BOOKLET**

**For Residents of  
6720 Glen Erin Drive, Mississauga, ON**

## **EMERGENCIES**

**Call: 1-905-333-5506 ext. 6**

## **BOOKING PARTY ROOM AND ELEVATORS**

- Go to the website to book your elevators and party room - [www.psc774.ca](http://www.psc774.ca).

## **SECURITY & KEYS**

- Residents are to immediately report any suspicious person(s) seen on the property to the Superintendent or the Property Manager.
- No duplication of common element keys/keycards/fobs shall be permitted except with the authorization of the Board, and the names of the persons authorized to have keys shall be always furnished to the Board.
- No visitor may use or have access to the common elements and facilities unless accompanied by or visiting an owner or occupant.
- For visitor access into the building, press "6" on your phone to unlock the front door.

## **FITNESS ROOM (use at your own risk)**

- Residents are not permitted to be training non-residents within the fitness room.
- Report any faulty equipment to TAG MANAGEMENT at 905-333-5506 ext. 39.

## **PARKING POLICY**

- Visitor parking is for guests.
- Owners must park in their designated spots.
- All overnight visitors must register their vehicle's license plate at T.S.D. Parking Enforcement at [www.mobilesupport.ca](http://www.mobilesupport.ca) or at (905) 820-7744.
- Residents can register a guest's vehicle for no more than 8 overnight visits during a 30-day period. A new week for this purpose begins every Friday at 12:01 a.m.
- Unregistered vehicles parked in the visitor parking spaces will be tagged and/or towed.

## **BALCONY**

- Balconies, patios, terraces, and exclusive use areas shall not be used for cooking and barbecuing. The only exception is the use of an electric grill. At no time is the use of open flames permitted.
- Nothing is to be hung over balconies at any time and shall not be used for the storage of goods or materials.
- Only seasonal furniture is allowed.
- Do not throw items off the balcony such as cigarette butts, garbage, and food.

## **HEATING AND AIR CONDITIONING (HVAC) SYSTEMS**

- Cleaning and maintenance of the HVAC system is the responsibility of the unit owner.
- A once per year maintenance is recommended (clean filters).

## **LAUNDRY**

- Be mindful of other residents and remove your clothing quickly after it has been completed.

## **OWNERS' MAINTENANCE & REPAIR RESPONSIBILITY**

- Each Owner shall maintain their Unit including your Exclusive Use Common Elements (i.e. balcony), and each Owner is responsible for the maintenance and repair of their unit including any items which service their unit alone. Each Owner will be responsible for any damages caused by a failure to maintain and repair of their Unit including damage to another Unit. For example, if a Unit Owner does not maintain their air conditioning unit and it leaks and causes damage into another unit, this would be a Unit Owner's responsibility to pay for the repairs.
- The Corporation shall maintain and repair the Common Elements subject to the following, which shall be the individual responsibility of the Owner of each Unit:
  - All portions of the plumbing related systems and components including fixtures which service the Unit only, whether or not located within the boundary of the Unit.
  - All electrical and related systems and components including the service panel, switches, wall sockets, circuit breakers and fixtures attached which service the Unit only, located within the Unit or on or within walls adjoining the Unit, whether or not located within the boundaries of the Unit.
  - All windows and doors opening into the Unit, including screens, storm doors, sliding doors, frames, sash, interior trim, hardware, door chime assemblies, hinges and closures, tracks, and weather stripping, whether or not located within the boundaries of the Unit.
  - All heating and cooling systems and components serving the Unit only, whether or not located within the boundaries of the Unit.
  - All interior surfaces including drywall, plaster, subfloors, and floor coverings whether or not located within the boundaries of the Unit, and
  - Any addition, alterations or improvements which are the Owner's obligation pursuant to an agreement pursuant to Section 98 of the Act.

## **PLUMBING WITHIN THE SUITE**

- It is recommended that you perform regular plumbing maintenance, and the key is to catch small problems before they grow. Examine all exposed pipes, including under sinks and behind toilet tanks for any signs of moisture.
- It is recommended that you know the location of all your water shutoff valves within your unit in the event of a leak. You should confirm that your valves are located under

the kitchen sink, under the bathroom sink, valve by toilet and by washer & dryer. It is further recommended that you maintain these valves.

### **GARBAGE AND RECYCLING ROOM**

- Loose garbage is not to be deposited in the garbage chute. All garbage must first be properly bound, packaged, or bagged.
- Newspapers and magazines shall not be thrown down the garbage chute but shall be securely bound and deposited in the designated recycling area.
- All cardboard boxes must be broken down and deposited in the designated recycling area.
- All glass bottles, containers, and other such recyclable materials must be placed in recycling bins and must be rinsed out to limit odours.
- Garbage chute hours are 8 a.m. until 10 p.m. from Monday to Sunday.
- Please make sure your garbage is pushed down the chute.
- PLEASE CLEAN UP ANY SPILLS.
- Bulk items and electronics are to be disposed of by residents off site.

### **FIRE SYSTEMS – IN CASE OF A FIRE**

- **In your unit:** Leave suite immediately, shut door and RING BUILDING FIRE ALARM located at each end of the corridor, to warn residents and summon the fire department.
- **In the building:** Leave building by the stairs. DO NOT use elevators. They will immediately return to the main floor when the building alarm sounds.
- **If you need help:** Stay in your suite (or go onto the balcony) until the firemen, come to help you out. We maintain a list of persons who might need help if the building must be evacuated. It is also recommended to call “911” to inform them that you are on the balcony and need assistance.

### **INSURANCE**

- Each owner should have insurance for their personal property, improvements or betterments (i.e. upgraded flooring, upgraded kitchen cupboards) and personal liability. Refer to your Corporation’s documents for your insurance responsibilities.
- Unit Owners should be aware they may be responsible for the deductible under the Corporation’s insurance policy if a loss occurs to any property the Corporation is responsible for insuring. This charge back of the Corporation’s deductible would apply if the damage were a result of an act or omission on the part of the Unit Owner.
- If an insurable loss assessment is valid under the Condominium Corporations’ governing rules, you could be responsible for your share of this special loss assessment.

## **CONSIDERATION OF YOUR NEIGHBOURS**

- Quiet enjoyment refers to how residents are entitled to have quiet enjoyment of their Unit. Beware of the noises coming from your Unit. You may consider area rugs and/or foot pads for chairs in a way to reduce noise.
- It is recommended that you run your fans while smoking in your units to reduce the affects to your neighbours.