



TSCC 1802 - 1369 Bloor Street West
Toronto ON M6P 4J4

Toronto Standard Condominium Corporation No. 1802

“bebloor”

1369 BLOOR STREET WEST, TORONTO, ONTARIO M6P 4J4

Registered Since October 2006

Revision Date: January 2017

RESIDENT GUIDE



Welcome to TSCC #1802!!

For New and Existing Residents!

INTRODUCTION

Welcome to The logo for 'bebloor' is repeated, with 'be' in light grey and 'bloor' in black, with horizontal lines under the 'e' and 'o' in 'be'.

Amongst all the paper work and all the legal mumbo-jumbo that is received when buying a condominium, very important items are overlooked or misunderstood. This guide is intended to help you navigate life and the rules as set by the Board of Directors to best manage our community. This was comprised to help owners and residents realize and understand the concept of a Condominium Corporation.

**THERE IS VERY IMPORTANT INFORMATION HERE THAT MAY SAVE YOU
VALUABLE TIME AND MONEY!**



Please Note: This guide does not replace the official by-laws of TSCC 1802, which governs the lifestyle here at the condominium, so please make sure to stay up-to-date and read your copy in its entirety.

Copies of the By-laws can be obtained online at www.bebloor.ca

WHAT IS A CONDOMINIUM CORPORATION?

It is a method of property ownership. Your condominium corporation is **TORONTO STANDARD CONDOMINIUM CORPORATION NO. 1802**. It was solely created to manage the affairs of the community.

A condominium is very much like the government in that there are various levels of regulations:

- The *Condominium Act, 1998*
 - Declaration
 - By-laws
 - Rules

The *Condominium Act, 1998* is the main document that governs condos, and all owners, residents, guests, and agents must abide by it as you would any other laws.

The Declaration, By-laws, and Rules of the corporation were created specifically for TSCC 1802 to define the

difference

between the units, the common elements (e.g. roadways and sidewalks), and the exclusive-use common elements (e.g. patios and driveways).

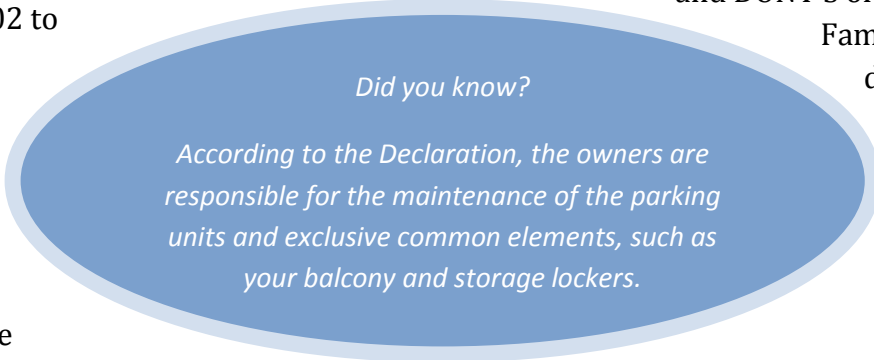
They are also in effect to maintain order and harmony within the community. Most people purchase a condominium because they appreciate the unified, collective, and neat appearance of the property.

Once the Corporation/Owners begin to neglect and/or ignore the documents set out to regulate the community, the property—YOUR INVESTMENT—begins to look worn out, run down, and the property value deteriorates.

When each owner purchases a unit they are provided with the Declaration, By-laws and Rules. As an owner of a condominium corporation, it is YOUR responsibility to be familiar with the DO'S and DONT'S of the Corporation.

Familiarity of the documents may save you from costly oversights.

If you are not sure, please ask.



MANAGEMENT INFORMATION

The *Condominium Act, 1998* states that the affairs of the corporation are managed by the Board of Directors, who are elected by the owners. For the most part, the Board of Directors have full-time jobs and are not able to commit to the 8–10 hours-a-day it takes to manage a corporation, nor do they have the professional, legal know-how to run the corporation. Therefore, the members of the board hire a management company to carry out the day-to-day business of the corporation.

bebloor is managed by **Horizon Property Management Inc.** The Management Company's role is to facilitate building maintenance, as well as the general day-to-day running of the building. Although they try to assist whenever possible with individual concerns, it may sometimes not be feasible. Please understand that this is not their primary function and it can detract from other duties.

Physical → site inspections, contracting, and day-to-day building operation

Financial → reporting, collections of condominium fees, accounting services, and budgeting

Administrative → insurance, status certificates, and maintaining records—including owner information

Horizon Property Management Inc.
1029 King Street West
Toronto, ON M6K 3M9
T: 416-332-4988/F: 416-332-0554

Property Manager: Glen Bazouzi
(416) 332-4988
glen@horizonpmi.com

Dealing with all items pertaining to the condominium

Property Liaison: Penny Shaw
(416) 537-5420
office@bebloor.ca

Assistant to the Property Manager and correspondence



TSCC 1802 - 1369 Bloor Street West
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Property Liaison: Michael Swartz
(416) 537-5420

Assistant to the Property Manager and correspondence

Management Office is located at the south lobby and office hours are as follows:
Monday, Tuesday, Thursday & Friday – 8 AM–4 PM Wednesday – 11 AM–7 PM

After Hours Emergency: (647) 836 - 2848

BOARD INFORMATION

When you live in a condominium community, you are personally unencumbered from many property-related issues and decisions. But those issues and decisions don't go away; they become the prime responsibility of the Board of Directors. A condo board of directors must effectively prioritize all maintenance of the building throughout the common areas and exteriors, to ensure the upkeep of the facility while staying within the budget. Even if the Board has hired a property management firm to implement many of its responsibilities, it is still the Board that makes the decisions. Some of these decisions may include, but are not limited to: budget, finances, by-laws, and reserves. As an entity, they are responsible for making all major decisions regarding the maintenance, and must uphold and enforce the *Condo Act*, the Declaration, By-laws, and Rules.

The bebloor Board of Directors is a group of 5 resident volunteers who are elected at the Annual General Meeting of TSCC 1802. Please refer to your By-laws for information on who is eligible to run.

The Board of Directors

Peter Penney – President

Dale Walker – Secretary

Frederic Lord – Director

Agatha Latko – Treasurer

Board Email: board@bebloor.ca



bebloor Website: www.bebloor.ca

RESIDENT INFORMATION

Residents are those that make their home in bebloor. Each Owner-Resident (those residents who own a condominium at bebloor) is a member of the Corporation. As a member of the Corporation it is your responsibility to read and understand the By-laws and govern yourself accordingly. For those Owner-Residents that rent their unit—please remember you are responsible for enforcing the Rules and By-laws with your tenant.

Common Areas:

The common areas at bebloor include any space outside of individual units, including, but not limited to:

- The exterior grounds
- Parking garage and visitor parking
- Hallways, lobbies, library, balconies
- Gym, change rooms and saunas
- Party room, theatre and board room

These areas are maintained by the Condo Corporation, and paid for by resident maintenance fees. Please remember at all times to act in a manor respectful of your neighbours and your shared investment in these common spaces.

Excessive noise or disruption will not be tolerated. Any damage caused by a resident to the common areas will be billed back to your unit. In the case of minors or pets, it is the parent or Owner's responsibility to clean up after their charges—or bill backs for cleaning costs will occur.

Rules specific to each common area:

Exterior Grounds:

- Garbage bins are available at all entrances to the building, so please do not litter.
- Dogs are not permitted on the east lawn; please make sure to pick up after your pets.
- The BBQ is located on the east lawn.

Dog Park:

- An enclosed locked park—located just east of the south lobby of the building—dogs are permitted on the lawn, however, please make sure to pick up after your pets.

Parking Garage and Visitor Parking:

- For insurance purposes, all vehicles within the garage must be licensed.
- No vehicle maintenance is permitted at any time.
- Damage or vehicle fluid leaks will be cleaned by the Corporation, with the costs billed back to the Resident-Owner.
- No items other than motor vehicles are to be stored in the garage; please make sure your vehicle meets all requirements as set out in the By-laws.
- For safety reasons, residents are not permitted to use the garage as a recreational area and a speed limit of 10 km per hour is enforced.
- Visitor parking is available outside—at the south entrance to bebloor and in front of the Merchant Lane Townhomes—as well as underground, prior to entering the bebloor Owner parking area.
- Visitor cars not displaying a paid parking receipt will be ticketed.

Hallways, Lobbies, Library, and Balconies:

- Holiday decorations are permitted (not to exceed 4 weeks); both doors and balconies are the property of the Corporation (with exclusive-use granted to each unit); any damage caused by decorative hangings will be repaired by the Corporation and billed back to the Resident-Owner.
- Structural changes to doors or balconies are strictly prohibited.
- Suite door locks can be changed, however, locks must conform to the standard as set by the Corporation; please see the Management Office for approval on all proposed locks.
- Clothes racks are permitted on balconies for up to a maximum of 6 hours; proper standing drying racks can be used and MUST be removed when finished. Drying lines or other permanent drying apparatus are strictly prohibited.
- Only proper outdoor furniture, greenery, and electric BBQ's are permitted on the balconies.

- Satellite dishes or other technology are NOT permitted at bebloor.
- Other household items or sports equipment cannot be stored on balconies.

Gym, Change Rooms, and Saunas:

- The gym is located on P1 near the north lobby, across from the Recycle Room.
- It is open 24 hours—please see Security to access the gym between the hours of 12 AM and 6 AM.
- Please remember there are residents living directly above the gym; keep noise to a minimum, particularly during evening or early morning hours.
- Children under 16 are not permitted in the gym without supervision.
- Please make sure to clean the equipment after use, paper towels and cleaner is provided by the Corporation.
- Pet washing is not permitted in the change room showers.
- The saunas—located in the change rooms on level G—are DRY SAUNAS; do not pour water on them at any time.
- In an effort to conserve, please make sure to turn off the lights, television, and heat upon leaving any room at bebloor.

Party Room, Theatre Room, and Board Room:

- Residents at bebloor can rent the Party Room (with kitchenette), or book the Theatre or Board Room for their activities through the office.
- All rentals/bookings incur a \$25.00 cleaning fee, if necessary.
- A refundable \$300.00 deposit is required upon reservation.
- Rental cost for the party room is \$100.00, while the Theatre and Boardroom are free of charge.
- You must remove your garbage following your event.
- 2 folding tables are available for your use, in addition to the room's features.
- Residents are responsible for their guests, while Security is required for events over 25 people.
- Events, such as gambling, for-profit-events, and stags are prohibited by bebloor By-laws; please enquire with Management for more details.

GENERAL INFORMATION

Directions:

TSCC 1802 is located at 1369 Bloor Street West, Toronto, Ontario, M6P 4J4, and is accessed from the south side of Bloor Street West, just east of Symington and west of Lansdowne. The rear entrance can be found on Merchant Lane, which connects to the south side of Bloor Street West via Ruttan Street.

Parking:

Resident parking for TSCC 1802 is restricted to your own parking unit within the underground garage level. Please lock your car at all times and avoid leaving valuables, and especially, your garage remote inside or within sight. Please ensure that the Management Office has your current license plate number. Vehicles parked in unauthorized spots may be subject to being ticketed and/or towed at the owner's expense.

Visitor Parking:

Your visitors may park in the designated locations within the underground garage level, and also above ground with a purchased permit. This permit can be obtained at one of the 'Parksmart' parking stands on the property—within the visitors parking area. Visitor cars not displaying a paid parking receipt shall be ticketed.

Cable Service:

Although your suite has been pre-wired for cable television and high-speed internet access, it is your responsibility to arrange for commencement of these services. Be advised that in the event you wish to have cable services and require access to the cable room you must make an appointment with Management.

Telephone Service:

Like Cable, your unit has been pre-wired with the lines required to obtain telephone service, it is your responsibility to arrange for commencement of service. You will find demarcation plates located in your unit. Be advised that in the event you wish to have telephone services and require access to the telephone room you must make an appointment with Management.

Remember: Bell charges for moving a residential phone service from one address to another and may charge for the installation of any additional jacks.

Hydro:

Your Hydro is individually metered; therefore, you will be receiving a hydro bill from EnerCare (for service, call 1-866-449-4423). Water is on a bulk meter, and will therefore form part of the common element assessment.

Unit Alterations:

If you wish to make any alterations to your unit regardless of how small or large, you must discuss the alterations with Management. Your Management Office will forward your request to the Board of Directors, who will either approve or reject your request.

Garbage & Recycling:

TSCC 1802 has a private garbage and recycling program. Immediately to the right of the elevators on every floor—upon entry—you will find a designated Garbage Room with disposal chutes. Each chute is equipped with a recycling and garbage button; simply choose the type of waste you have and drop it down the chute.

In the event you have large bags of garbage, please bring them down to the Recycling Room on the P1 Level for disposal. If you wish to dispose of large bulk items such as televisions, sofas, table, etc., please contact Management for the appropriate arrangements.

Unit Keys:

All unit keys are on a master system, which allows Management to gain immediate access in case of an emergency, such as flood or fire. We request that you use the company approved by the Corporation, should you require a locksmith, so as to preserve the master system for the community. The *Condominium Act, 1998* permits the Corporation to retain a key to all locks.

Key Fobs:

A key fob is an electronic key that provides access to all of the common areas. Key fobs are sold for \$25.00 and are non-refundable. They can be purchased through the Management Office.

Garage Remote:

Each parking unit owner should have a garage remote. In the event you require a replacement, you may contact your Management Office. Please note, each remote is available at a cost of \$50.00.

Dog Park:

If you wish to take your pets on a stroll through the property, you may do so anywhere you wish. In the event your pet wishes to do their business, please ensure you direct them to the Dog Park area just east of the south lobby. We ask that you clean up after your pet at all times.

BBQ:

The BBQ is located on the east lawn— the Family Area. A key to access the BBQ can be purchased at the Management Office for \$25.00. The BBQ is available daily from 11:00 AM to 10:00 PM during the months of May through October. A clean-up fee of \$25.00 will be charged back for those who do not clean up after use.

Theatre:

The Theatre is fully equipped with a large screen television, surround sound speakers, DVD player and special theatre seats. As an added bonus, the room is now internet accessible. You may have a maximum of twelve (12) guests within this room. To book the room, please contact the Management Office to sign a standard agreement. A \$300.00 refundable security deposit cheque is required.

Party Room:

If you wish to book the Party Room for a special event, you must first contact the Property Management Office to discuss availability. A standard agreement must be signed between you and the Corporation, and you must submit all required cheques/funds. The fees break down as follows;

25 guests and under:

1. Security deposit of \$300.00; note this deposit is refundable in the event the room is returned in the same condition as received.
2. Non-Refundable Room rental fee and clean-up fee is \$100.00; note this is for standard clean up, such as sweeping, mopping, vacuuming, and wiping of furniture. You must ensure that any party accessories such as plates, balloons, cups, etc., are cleaned by the Renter.

26 guests or more:

1. Security deposit of \$300.00; note this deposit is refundable in the event the room is returned in the same condition as received.
2. Non-Refundable Room rental fee and clean-up fee is \$100.00; note this is for standard clean up, such as sweeping, mopping, vacuuming, and wiping of furniture. You must ensure that any party accessories such as plates, balloons, cups, etc., are cleaned by the Renter.
3. Security guard supervision for a minimum of four (4) hours at \$20.00 per hour. Rates are subject to change.

Intercom System:

The intercom system is standard equipped with a video camera installed within the panel at both the north and south lobbies. These cameras allow you to view your visitor through your television once your visitor has entered your buzzer code. Please note each signal/cable provider issues a different channel for this—Channel 998 and 59 tend to be the most popular intercom/lobby camera viewing. In the event you wish to obtain, remove, or edit a buzzer code, you must inform the Management Office.

If you are using the intercom system for the first time, please note that once your visitors buzz you, simply press 9 to allow entry. In the event you do not know the person buzzing you, we ask that you DO NOT allow entry. This will only help ensure no strangers enter the building.

Swimming Pool:

The swimming pool is located at the northwest corner of the property. The swimming pool is scheduled to be up and running from the end of May through September—weather and conditions permitting. Please adhere to the rules of the pool.

Maintenance Fees Payments

You can pay your maintenance fees either via cheque or automatic withdrawal from your bank account. If you wish to proceed with the automatic withdrawal, please fill out the Pre-Authorized Payment Agreement form and return to the management office. If you wish to proceed with monthly cheques, please forward all cheques to the management office.

Security

Security reports on site every night at 6 PM (November–March) and 8 PM (April–October), and patrols the building until 6 AM the next morning. To contact security patrols please call (647) 836–2848.

Gym

The gym is located on P1 Level and is opened 24/7 to owners; permitting no emergencies and no complaints. Please note between the hours of 12 AM and 6 AM, gym doors are locked, however can be unlocked by security upon request as long as there are no complaints of noise (banging of weights etc).

Elevator(s)

Please note we have a total of three (3) elevators within the building. One (1) in particular is specially equipped with hooks for moving blankets to ensure no scratching or damage. In the event you wish to move in/out of the building, have any deliveries, or move large items—mattress, dresser, couch, etc—please contact Management to book a time and date. You will need to sign a contract and supply a \$300.00 deposit. The hours for the moving elevator are as follows:

- Monday to Friday 9 AM–4 PM
- Saturday and Sunday 9 AM–12 PM

Management would be more than happy to book the elevator for a window of four (4) hours. We simply ask that you request your booking well in advance. If you wish to book the elevator after these hours, you may request for the maintenance staff at a cost of \$20.00 per hour. Bookings for extra time are to be made through the Management Office.

Status Certificates

Any resident looking to order a Status Certificate may do so by contacting the Management Office. There is a fee of \$100.00 for each Status Certificate; payable by cash, money order, or certified cheque only—please make out money orders/certified cheques to Horizon Property Management Inc. Please be aware that it takes approximately 10 days to issue a status certificate.

CONDO UNIT MAINTENANCE

Dryer and Bathroom Exhaust Vent Cleaning

Located in the laundry and bathroom ceilings, these exhaust filters should be cleaned by residents frequently—every 3rd load for dryers. Cleaning the dryer, dryer exhaust vent, and the bathroom exhaust vent is a preventative maintenance procedure that **MUST** be conducted by all residents to avoid fires and safety issues.

HVAC (Furnace) Cleaning

Fan coil preventative maintenance cleaning and inspection is done by the condominium once per year (Spring) as a courtesy, however, the HVAC unit and its maintenance is the responsibility of the Owner. Furnace filters, located behind the front panel of your furnace, should be changed once every 3-6 months. Filters can be purchased at the Management Office for \$5.00.

Water Shut Off

In case of floods you will need to turn off the water supply. Water shut off valves are located under the sink, within the metal access door, in the main washroom. Please ensure that **BOTH** shut off handles (hot and cold) are turned off.

Smoke Alarms/Heat Detectors/Carbon Monoxide Detectors

Smoke alarms, heat detectors and carbon monoxide detectors (located on certain floors only) should be checked periodically. It is the Owner's responsibility to replace the units if they break.

Window Film

At the expense of the Resident, window film may be installed, however, it must be ordered and installed through 3M Window Film; with the only approved window film being the Prestige Series PR 70. Please contact the Management Office for further information.

If you have any questions or concerns at all that have not been addressed within this package, feel free to contact the Property Management Team. We would be more than happy to address and answer them all.

We look forward to your comfort within the Corporation.

Horizon Property Management Inc.
Acting on Behalf of and for TSCC 1802