

WELCOME ! !

METROPOLITAN TORONTO CONDOMINIUM CORPORATION No. 854



On behalf of the Board of Directors of MTCC 854, we would like to take this opportunity to welcome you to the Copperfield I condominium complex website. Copperfield I consists of 70 townhouses. Our sister is Copperfield II (bounded by Adelaide, Crawford, Shank, Massey) and it is a separate corporation.

Our corporation is governed in accordance with Ontario's Condo Act. The complete document is on this website:

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_98c19_e.htm

If you are contemplating joining our community please review these websites which may prove useful:

Protections for Condominium Buyers

http://www.sse.gov.on.ca/mcs/en/Pages/Condos_Ontarios_Condominium_Act.aspx

Your Condo

<http://www.sse.gov.on.ca/mcs/en/Pages/Condos.aspx>



YOUR PROPERTY MANAGERS

Your condominium complex is managed by Wallace-Rivard & Associates Ltd. Janine Wallace-Rivard may be reached at 416-281-0600. This number also serves as a 24-hour emergency number in the event of a fire, flood or other life threatening event. The Accounting Manager who takes care of all financial functions for MTCC854 is Mr. Mahmood Devji.



YOUR BOARD OF DIRECTORS

If you have any issues that need to be addressed to the Board of Directors, please contact your property manager and she will bring them to the attention of the board.

If you are interested in learning more about your corporation, or wish to become involved by either serving on the Board or participating on a "Social Committee" or "Landscaping Committee", please feel free to contact the property manager expressing your interest.

Remember - your Board of Directors and committee members are volunteers. This is not a paid position. The Board members are also owners and are working together to maintain the property and investment of all owners.



COMMON ELEMENT ASSESSMENT FEES

These fees are used to ensure the smooth operation of our property. They are due and payable on the first day of each and every month. Pre-Authorized payment (auto debit) is the most convenient method of payment and a form for this may be obtained from the property manager. Simply complete the form, attach a void cheque and drop it into the mailbox* in the garage. It is necessary for owners and residents to pay their fees on time. There is an administration charge of \$50 for NSF cheques. If payment is late, the property manager will contact the unit owner. If payments are still not made, escalating penalties and associated costs will be incurred by the unit owner.

Fees cover the following items, but are not limited to, snow removal, gardening, grounds maintenance, water costs, general maintenance, repair of the common elements, cleaning services, property management, insurance premiums, auditing fees, legal fees, etc. Monies for the Reserve Fund are also part of the common element assessment fees. The amount deposited each year is determined by "the amount that is reasonably expected to provide sufficient funds for the major repair and replacement of the common elements and assets of the corporation, calculated on the basis of the expected repair and replacement costs and the life expectancy of the common elements and assets of the corporation."

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_98c19_e.htm#BK113

*The Corporation's mailbox is in the office room located in the underground garage at the Crawford Street end of the complex.



ROUTINE MAINTENANCE RESPONSIBILITIES OF MTCC 854 include:

- ⇒ Exterior painting (doors and balconies)
- ⇒ Built-in lint trap inspection and cleaning
- ⇒ Fireplace/chimney inspection and cleaning
- ⇒ Garage maintenance

This list is not exhaustive, i.e. all responsibilities may not be listed.

To ensure these routine responsibilities are maintained unit owner/resident participation and cooperation is necessary.

Please review this document: [Duties of Owners](#)



COMMUNICATION

New owners are provided with a "Resident Information" form that must be completed and submitted to the property manager, outlining emergency contacts, telephone numbers and pertinent details to keep on record. If you plan to rent your unit, you must provide a copy of the lease and a signed "Tenant Covenant" form. Your tenants need to be informed that a copy of the Rules & Regulations is available on-line on this website. Owners and residents must provide the property manager with emergency contact information in case of urgent problems. For example, if there is a flood in your house, the property manager will need to get in touch with you. Please ensure this information is up to date at all times.



REMINDERS

Owners are reminded that if they have a kudo, compliment, complaint or a request, it must be put in writing. It can be put into the Corporation's mailbox or, fax your request to 416-281-5035 or email to wallace.rivard@sympatico.ca

All correspondence is discussed at the Board meetings and any decisions made by the Board will be communicated to the owners in writing by the property manager.



TELEPHONE AND CABLE

For telephone or cable hook up, please note that the demarcation points for the lower units are located behind a "grill" at the bottom of the stairs. For the upper units, this is located at the bottom of the lower staircase, behind a wall-plate. This grill looks like a cold air return, but is actually the phone and cable inbox for the unit.

The two providers for cable TV, telephone and internet services are Rogers and Bell. Arrangements need to be made directly with your choice of service provider.

SATELLITE DISHES ARE NOT PERMITTED. Please do not erect a satellite dish as you will have to remove it and this will incur unnecessary costs to you, the owner. Your Rules - http://www.copperfieldtownhouses.com/docs/mtccc854_rules_mar10.pdf

- are quite specific - nothing may be affixed to the exterior of your unit.



RENOVATIONS

All owners need to get the permission of the Board for any changes that they intend to make to their units. Interior refurbishing and decorating are welcomed; however, major alterations such as removal of walls, flooring, doors, bathroom fixtures, installing drywall over existing windows, etc., may not take place without the prior written consent of the Board. This also includes exterior changes, such as light fixtures. Window air conditioning units are not permitted.



STOOP AND SCOOP

Owners are reminded that they are responsible for cleaning up after their own pets. Remember, this is your property; however, you do share it with many other owners. It only takes a minute to clean up after your own pet. Disposal of the clean-up is also the responsibility of the pet owner. Pets are not permitted to run loose on the property.



WATER PRESSURE

If you are experiencing problems with water pressure, please contact the property manager for further information. Care is needed to prevent any flooding.



CLOTHESLINES

Clotheslines are not permitted. Owners who choose to erect a clothesline will be asked to remove it immediately. Movable drying racks are permitted, provided that they are removed when not in use.



GARBAGE!!

Regular garbage must be placed in a standard sized black garbage bag and a City of Toronto yellow tag must be affixed to the bag in order for it to be picked up. City of Toronto yellow garbage bags can be used instead. Garbage must be left out early on the morning of the pick up (currently Tuesdays) or after 8:00 p.m. the evening before the day. WE ARE A 'BAG ONLY' DESIGNATED SITE - NO CITY GARBAGE BINS ARE PERMITTED.

Flyers and papers that appear in your mailbox and/or vestibule are the residents' responsibility to dispose of - please put them in with your recycling. The outside of your front door is the entrance to your home - keep it tidy.

For complete, useful information (i.e. disposal of furniture, computer equipment, etc.) please visit <http://www.toronto.ca/garbage/index.htm>



ON SITE CLEANER

MTCC854 has an on-site cleaner who sweeps the stairwells to the garage, cleans the entranceways, picks up litter, changes light bulbs, and maintains the general appearance of the property. If you notice something specific that needs to be addressed, please contact the property manager. A great deal of the time is spent picking up litter. Garbage from your unit is your responsibility to dispose of, i.e. dead flower heads, papers, cigarette butts, etc. PLEASE DO NOT LITTER.



POWER FAILURES

Should you experience a complete power failure, please call Ontario Hydro at 416-542-8000. You will get the necessary information directly from Hydro.

Circuit Panel Boxes - These are located in your unit.

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

The bathrooms have their own circuit breaker. One of the bathrooms has a red reset button. This works for all the bathrooms.

The outside plugs also have their own circuit breaker. One of the outside outlets has a red reset button.

Have a qualified electrician perform any electrical work, even changing light fixtures.



PARKING

Underground parking spaces are designed for parking of vehicles.

Bike racks are permitted if you do not wish to store your bikes in your locker. The current cost for installation of a bike rack in the garage is \$130.00 plus tax. Please contact the property manager if you wish to have this done.

Ebikes: The e-bike is an environmentally and eco-friendly way of transporting individuals around the city. Unfortunately, the ownership of the E-Scooter involves charging a battery. Our configuration does not allow for this to happen.

Please see Rules:

http://www.copperfieldtownhouses.com/docs/mtccc854_rules_mar10.pdf

NO OTHER ITEMS MAY BE STORED IN YOUR PARKING SPACE. THERE IS A \$25.00 CHARGE FOR REMOVING ITEMS SUCH AS OIL CONTAINERS, WINDSHIELD WASHER FLUID OR OTHER MISCELLANEOUS ITEMS.



INSURANCE

The Condominium Corporation carries the building structure insurance and common area liability insurance. Discuss with your insurance agent the necessary "Contents" insurance for your home. A condominium rider similar to a tenant package giving adequate coverage against loss from fire, theft, liability and betterments and improvements is required. Your insurance agent will guide you. MTCC854 is presently insured with Atrons Counsel. They insure the majority of condominiums in the Toronto area. They offer a "condominium owner contents" insurance package that is economical and worth looking into. They can be reached at 905-667-6222. Should damage occur in your unit, due to a flood or back-up, the Corporation will restore your unit to "as-built" condition (see by-laws for exact information). However, any betterments or improvements will have to be put through your own "contents" insurance. The Corporation has a "Standard Unit By-law" and an "Insurance Deductible By-law". These can be reviewed on-line at [copperfieldtownhouses.com](http://www.copperfieldtownhouses.com) (our website):

http://www.copperfieldtownhouses.com/docs/by_law_no_7.pdf

http://www.copperfieldtownhouses.com/docs/by_law_no_8.pdf



UNIT ENTRY DOORS

Seasonal decorations are permitted providing no holes are made in the entrance door, i.e., you may use an over the door hanger. Door knockers, name plates, etc., may not be attached to the outside of the suite entry door, door frames or windows, since these areas form part of the common elements. Door bells are strictly the owner's responsibility for repair.



WINDOWS

The windows were replaced in the fall of 2010. These are fibreglass windows, manufactured by [Inline Fiberglass](http://www.inlinefiberglass.com), here in Toronto. Fibreglass is highly rated for energy efficiency and for its "green-ness". Cleaning of windows inside and out is the responsibility of the unit owner/resident. To be able to access the outside of the window the restrictor must be disengaged. For complete instructions about restrictor disengagement click on this link:

http://www.copperfieldtownhouses.com/docs/casement_window_restrictor.pdf



DRYER LINT TRAP

The lint trap inside your machine should be cleaned after each load. To avoid blocked ducts, humidity problems and slow drying clothes - clear your machine after every load.

There is another built-in lint trap 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 fan. Regular maintenance will be arranged that will require your cooperation and participation. **THERE CAN BE NO EXCEPTIONS** as a significant fire hazard exists if regular maintenance is not completed.



FIREPLACES

Regular maintenance will be arranged by the Corporation for flues to be checked and/or cleaned. If you use your fireplace frequently (several times a week), you may wish to make your own arrangements to get your chimney cleaned more often. Homeowner cooperation will be required for access for regular maintenance preventing a potential fire hazard.



BALCONIES/DECKS

stairway.

Seasonal planting in containers is encouraged as it does brighten up the complex. Seasonal furniture may be stored on the balconies and decks. Garbage containers must be raccoon proof and kept on the balcony or deck - they cannot be left on the ground beside the

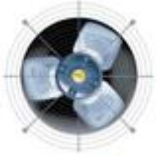


NOISE!

There are very specific rules regarding noise as it relates to volume, time of day, etc. Please see the copy of the Rules & Regulations on the condominium website:

http://www.copperfieldtownhouses.com/docs/mtccc854_rules_mar10.pdf

Please respect your neighbours as we do live in close proximity. Residents are reminded that they should play their stereos, radios, TVs or musical instruments at a volume that **WILL NOT** disturb the peaceful comfort of their neighbours.



AIR CONDITIONING

Air conditioners are the owner's responsibility to maintain.

The unit for the upper suites is on the roof. The contractor you choose to service it will require a 40 foot ladder to attach to the access ladders in the courtyard. This is the only way to reach the roof.

The lower suites have their unit in the underground garage - approximately below the suite.

In-window air conditioning units are not permitted, see:

http://www.copperfieldtownhouses.com/docs/mtccc854_rules_mar10.pdf



SECURITY TIPS

Always wait at the top or the bottom of the ramp when entering or exiting the garage to ensure that the door closes securely before proceeding into or from the garage.

ALWAYS USE YOUR KEY FOB EVEN IF THE PERSON IN FRONT OF YOU HAS OPENED THE OVERHEAD DOOR! There have been instances where the door has descended on an unsuspecting driver causing damage to both the garage door and the car. The driver is responsible for this damage and will be assessed the costs of repairing the garage door.

Lock your vehicle doors. Remove any valuables from your vehicle.

Always lock your unit door even while you are at home. Report any suspicious activity by calling 911 for urgent matters, or (416) 808-2222 for non-urgent calls.

Report break-ins immediately to the Police and to the property manager.

Never allow visitors or people you do not know access to the underground garage.

Never prop open an entrance door to the underground.

Never open your door to a stranger.

Never confront a criminal in the midst of committing a crime.



EMERGENCY!

The following are a list of emergency, utility and other useful contact numbers:

Ambulance/Fire/Police	911
Bell Canada Repairs	611
Toronto Hydro	416-542-8000
City services	311
TTC Commission	416-393-4636

Ward councilor - for information about City Hall and current representative visit

<http://app.toronto.ca/im/council/councillors.jsp>

Office of the Ombudsman: see <http://www.toronto.ca/ombudstoronto/>

"It is an office of "last resort" - not your first stop. You must try to work out issues with the city division before presenting your case to the Ombudsman. The Office intends to be responsive and accountable to you and the City."



Finally, the Board of Directors and Management would like you to feel at home at Copperfield I.

We will make every effort to maintain and enhance the value of your investment.

If you have any questions, please do not hesitate to contact Janine (our property manager) at 416-281-0600.

Let's all enjoy living here!

Current as of November 2010