

## Welcome to 40 Homewood!

Congratulations on buying a condo in our building. We hope your new home is as wonderful for you as it is for us. We are your neighbours, and we have put together this package to help make your move as smooth as possible. It contains useful information about how we do things around here to comply with the Condominium Act. We have also included some useful tips that have helped us in the past.

### On closing day

You should get **keys** to your unit from your lawyer. If you would like to change the locks on your unit door, you must give the office a copy of your new key. The manager may need to let the Fire Marshall or ambulance attendants into your unit in case of emergency.

You will need a **fob** to enter the building, laundry room, library, bike room, resident parking and exercise room. If you don't get a fob from the previous owner on closing day, please make sure you get one from the office before you move in.

Your lawyer may discuss **insurance** with you. It's a very good idea to have personal condo insurance coverage.

TIP: Make sure your insurance broker or agent sells condo insurance, not house insurance. House insurance is more expensive and would not cover some of the things that condo insurance covers. Not all insurance companies offer condo insurance.

### In preparation for moving day

Please **book the service elevator** as soon as you know your moving date. The elevator is reserved on a first-come, first-served basis and there are times when many people want to use it. It's better to book the elevator weeks or months in advance to avoid any last-minute re-organizing that can cause much stress when the service elevator is not available when you've already booked your movers.

We invite you to **register at the office** after your closing date to arrange building access, parking, package delivery and the many other arrangements for condo living. Please plan on at least half an hour to complete the paperwork and make sure everything is in order. Be sure to get your buzz code so you can tell your visitors. (If you forget, there is a touchscreen directory at the front entrance.)

If you are planning any **renovations** before you move in, you should take a few minutes to find out what is possible in your unit and what would be prohibited before inviting contractors in to give you quotes. You will need approval to do any renovations and there are some conditions on renovation work, including your agreement to comply with our undue noise policy. Please speak to the manager.

TIP: If you are planning to paint your unit, or to refinish or even replace your floors, you will find it much easier to do so when the unit is empty. Professional painters have been known to charge less when a unit is empty.

TIP: Book the service elevator for your contractors. Let the office know if the contractors have a large van or truck that may need to be parked outside all day. It may not be possible on the day you have chosen if there is other work going on in the area.

Make sure you have a **smoke detector**. Our rules require each unit to have one, and we inspect annually. Besides, they save lives.

Buy a **padlock** for your storage locker. Unlike your unit doors, the office does not need a copy of your locker key or the combination for your padlock.

Make sure you have a **telephone** to connect with our Enterphone system, which lets your visitors into the building. If you normally use only a cell phone, there is no need to rent a landline and pay the monthly fee. Simply buy a phone to plug into the wall outlet. When your visitors arrive, they will buzz your unit. Pick up the phone, confirm they are your visitors and press "6" to open the door for your visitors. You visitors can buzz you from the front lobby (where there is a directory if they forget your buzz code), the back door, the garage entrance and the entrance from visitor parking on B1.

### **On moving day**

**Arrange for your movers to go to the back of the building.** There is a double-door entry that leads to the service elevator. This entry is much more convenient than the visitor's parking entrance. Your movers should use the keypad beside the back door to buzz your unit. Let the office or security know your movers have arrived so they can get the elevator on service for you.

Please take a few moments to **review the Emergency Procedures** for our building. An emergency situation is usually made worse, and much more stressful, by confusion. If you have thought about what to do, even once, you are more likely to remain calm and do the right thing. The life you save could be your own.

A word about **noise**: Our building is concrete. You won't hear your neighbours' conversations or loud radios (unless windows are open). You will, however, hear any noise that gets into the concrete - noise such as walking in high heel or hard heel flat shoes, hammering, drilling, and vacuuming. Even the noise from slamming doors gets into the concrete. Once there, it can travel as much as six floors up and six floors down.

For this reason, our rules state that we cannot hammer, vacuum or make any undue noise after 6pm and before 8am, and not at all on Sundays and statutory holidays. Please keep this in mind on moving day when you hang your pictures or assemble furniture.

We have a hobby room in B3 that you can use for noisy projects using power tools. Please ask at the office for the key.

TIP: Regular picture hooks will not work on our concrete walls. You can drill a hole and install an anchor and nail or screw, or - better yet - you can use masonry wall hooks. These cost about the same as regular picture hooks and anchor/nails, but are much easier and leave tiny holes in the walls. A few taps with your hammer is all it takes.

Please NEVER drill into your ceilings without approval. Your unit is heated by coils embedded in the ceilings and floors. Repairs are very expensive and messy, and you will go without heat until it is fixed. The manager will be able to show you exactly where you can and cannot drill in the ceilings.

## Exploring

Please take a few moments to locate the **emergency exits, fire alarms and fire extinguishers on your floor.**

The **garbage chute** on your floor is on the west side, north of the elevators - between units 09 and 11.

Next to the lobby on the ground floor is the **multi-purpose room (MPR)**. Board and committee meetings take place there and otherwise it is free for residents to use for studying, reading, chatting, looking out the window, etc. It has a wi-fi connection (find the password on TV channel 13). Wi-fi is also available in the TV room next to the laundry room and in the library.

The **mail room** is located to the south of the elevators.

The **recycling room** (known as “The Green Room”) is on the ground floor behind the mail room. The office will provide a blue bag. You can buy (they’re less than \$10) a small plastic pail for organic waste at stores such as Home Depot, although usually you can get one for free in the office. Please recycle! The City charges us for every dumpster of regular garbage that goes to the landfill, but pickup for recycled materials is free. Recycling saves us many dollars per year.

The **laundry room** is in the basement (1-B level) at the north end of the building. It is open 24 hours a day. Your laundry card can be loaded by debit or credit card at the machine inside the laundry room. You will need laundry detergent with the “HE” symbol for our front-load high-efficiency washers, and regular detergent for the top-loading washers. There is a small lounge attached to the laundry room for you to watch TV or read a magazine or check your emails while waiting for your laundry.

Also on the B1 floor, the **library** is across from the laundry room. Please feel free to borrow any book, and return it once you're done. You may also donate any used books by leaving them on the table in the library.

The **recreation room** is also on B1. This is where we have our owners' meetings, parties and weekly movies. You can also rent the room for private functions. Please feel free to use it any time it's not already booked.

The **exercise room** is accessed by your fob. The entrances to the change rooms for the **pool** are through the gym.

We have a **bike room** in B1 as well as one in the visitors' parking area. Please register your bike at the office.

**Storage locker rooms** are on B2 and B3.

**Meet your neighbours!** We are a friendly community. Keep an eye on the bulletin boards for upcoming events, strike up a conversation with people in the gym, elevators, and anywhere in the building.