

Welcome Book

EVERYTHING NEW RESIDENTS NEED TO KNOW



HOMEWOOD

A V E N U E

CONDOMINIUM RESIDENCES

REVISED SPRING 2025

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WELCOME TO 40 HOMEWOOD

Built on land earlier inhabited by Mississauga and Chippewa First Nations, 40 Homewood was built in 1971-1972 to provide affordable downtown home ownership to people earning \$10,000 or less per year. It was one of the first high rise condominiums in Toronto and was legally named “York Condominium Corporation 75”. The original owners came together to create this community and share the joys and responsibilities of home ownership.

Some of our original owners still live here. Their legacy is this friendly, diverse, vibrant community and we are pleased to welcome you. All older buildings have some quirks, and ours is no exception. For example, your unit is heated through coils embedded in your ceiling and floor, and part of your heat comes from the unit below you. Your walls are concrete, which means regular picture hooks won’t work. We point out some of the unique attributes of our building in this book, together with helpful hints on how we deal with them.

When you bought your unit or signed your lease you should have been provided a copy of the [Rules](#). These rules are meant to help us all get along by clarifying how we do things to keep us all safe and allow us to enjoy our property. They have the force of law, and the Board and Property Manager are required to enforce them. Owners are liable for any breach of the rules, and that includes paying for repairs of anything damaged by you, your tenants, or your guests. The rules were developed by owners and discussed at meetings prior to being approved by the Board of Directors. These rules are reasonable, fair to everyone, and clearly describe what is allowed and not allowed so we can all live harmoniously.

Don’t hesitate to ask questions! Every owner can see any corporation document, with some limited exceptions (such as staff files). Much information is available through Condo Control Central (CCC). You can contact the Management Office located in the basement level 1B with your questions but give them some time to respond.

We encourage you to come to meetings and social events; get involved in Board Committees and to talk to your neighbours in the gym, lobby, laundry room, elevators, and other common areas. You can sign up at the office to receive information via email, including the monthly newsletter. You can apply to join an informal [Facebook group](#). You’ll find we’re a very friendly bunch.

This book was written by a small, dedicated group of your neighbours at 40 Homewood. Information in this book is current at the time of publication. Please keep an eye on the bulletin boards in the lobby and laundry room, newsletter, [website](#) or Condo Control Central (CCC) for any updates.

**For more information about 40 Homewood,
visit our website at 40homewood.org**

Accessibility

Many of the common doors in the building are now equipped with power button openers. The doorway to the BBQ Patio off the Party Room was widened and fitted with a ramp. The updating and expansion of the gym included more accessible features. The completion of the Elevator #5 from 2B to 3B makes the storage lockers on 3B more accessible. The washrooms on 1B have been updated and made accessible. Additional upgrades continue to be made.

Diversity and Inclusion

When our condo building opened 50-some years ago, the only thing everyone had in common was that they were moderate-income workers, thrilled to be allowed to buy their own apartments. Nurses and orderlies from the Wellesley Hospital, veterans, teachers, and union workers alike filled the floors, set up the Board of Directors, trained a property manager, and made their home a friendly, welcoming place.

Today, the diversity at 40 Homewood also includes renters, many of whom are students, but that initial, enthusiastic vibe still remains among the residents. All ages, straight and gay, from every corner of the globe, people here talk to each other in the elevators and the laundry rooms. They share books, gym equipment, and swimming lanes. Twice a year, we throw a party, and when the weather's good, a yard sale. The Facebook group swaps ideas, comments, and contacts for trades people.

Regular residents' meetings are held to discuss changes to the building and to the ways we live together. Committees welcome those who want to get more involved. New directors are elected each year. The monthly newsletter ties it all together. With this engagement, 40 Homewood makes "diversity" and "inclusion"—too often clichéd today—come alive, and many of us treasure this home because of it.

Board of Directors

The five-member Board is elected by the owners at the annual general meeting (AGM) which is usually held in June. Most of the Board directors are your neighbours here at 40 Homewood so it is their home too.

The Board's responsibilities are governed by the provincial [Condominium Act](#) and include such things as managing the affairs of the corporation, hiring and supervising the property management company, setting policy, and spending owners' money (common element fees) wisely.

Our fiscal year is January 1st to December 31st. The budget is prepared by the Treasurer and Property Manager and approved by the Board each fall. New common element fees come into effect January 1st.

Board meeting minutes are posted to CCC monthly and in the library located on the 1B level. The Board encourages you to attend regular residents' meetings and social events to meet your neighbours, become informed, get involved, and have your say. Suggestions to improve the community are welcome. Email the Board at board40h@gmail.com.

Property Management

Our property management contract is with ICC Property Management (ICC). Under the contract, ICC provides us a Property Manager and a Site Administrator. The contract also includes the supervision of condo employees (the cleaners) and contracted employees such as security personnel and

The Property Manager with their staff is responsible for the day-to-day administration of the property under the direction of the Board. They are here to address questions and concerns residents and owners have about their units and the common element areas and to help interpret the rules and bylaws.

The Management Office (Office) is located on the 1B level, to your left as you get off the elevator.

You can drop a letter through the mail slot outside the office door anytime. The telephone number for the Management Office is 416-923-2268

The after-hours Security/front desk reception telephone number is 416-771-5279

The mailing address (and Address for Service of legal documents) is:

Management Office
1B-40 Homewood Avenue
Toronto, Ontario M4Y 2K2

The email addresses for the Office, both Property Manager and Site Administrator, are:

Manager, Warren Reid: WReid@ICCPROPERTYMANAGEMENT.COM
Administrator, Shane Sulaiman: 40Homewood@ICCPROPERTYMANAGEMENT.COM

If you own or rent a unit, please make sure the office has your contact information and that of an emergency contact. All owners and tenants should also provide the office with information on the number and type of pets in their unit.

The [Condominium Act](#) requires us to provide certain official notices to all owners, such as the notice for the annual general meeting and the budget. We do not share your personal information.

Office Hours

Monday, Tuesday, Thursday, Friday:

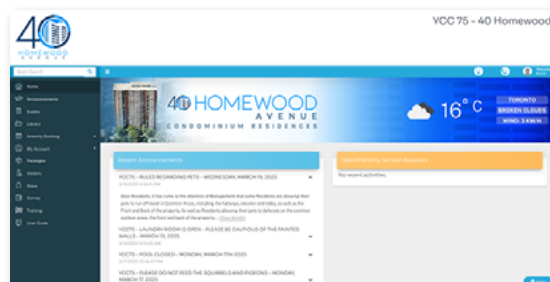
9 a.m. to 12 p.m., 2 p.m. to 4:30 p.m.

Wednesday:

9 a.m. to 12 p.m., 2 p.m. to 5 p.m.

Condo Control Central

Condo Control Central (CCC) is a software program that you can use to manage updates, announcements, purchases, and to fill out forms. You sign up for CCC by accessing condocontrol.com or the app. A home section gives you updates. It includes videos you can watch and services you can access.



**CONDO
CONTROL
CENTRAL**
**DESKTOP
VIEW**



**CONDO
CONTROL
CENTRAL**
**MOBILE
APP VIEW**

BUILDING SAFETY

Fire

A fire in a high-rise can be extremely dangerous. Smoke can be disorienting. Panic can lead to risky behaviour. Should you stay or should you go? That's a difficult question and it depends on a lot of things. Detailed discussion about fire safety is in our Fire Safety Plan that you can access when you search 'fire' on CCC.

Take a moment to locate the fire alarm pull station nearest to your unit. Fire Alarm pull stations are located at each end of the corridor. Nuisance pulls of the fire alarm will be charged to the resident. The two fire hose cabinets on each floor are to be used by professionals only.

Periodic Fire Exercise/Testing

There is a yearly fire safety check in all units. Smoke alarms are inspected annually by the management. To avoid penalties, make sure your alarm is in working order and no older than ten years. Make sure you always have a working smoke alarm in your unit. Battery replacements are your responsibility. Building management tests the alarm system monthly. The alarm testing time and date will be announced a few days ahead each month. Upcoming test dates are noted on the calendar at Condo Control Central (CCC).

- **Barbecues are not allowed on our balconies, due to the fire risk associated with propane and charcoal.**
- **Be careful not to overload the electrical circuits in your unit.**
- **There is no smoking permitted in any of the interior common areas, including stairwells and hallways, nor within nine metres of the entrances.**

Fire Emergency

In case of emergency, an alarm will sound. Stay in your unit and listen for instructions over the Public Address system. You are usually safer in your unit unless you see smoke in the hallway. If you choose or are asked to leave, use the stairs only.

NEVER USE THE ELEVATORS WHILE THE ALARM IS SOUNDING. Always adhere to instructions from the fire department, security, or the building's management.

A friendly reminder to smokers: please be considerate of your neighbours, never toss cigarette butts off your balcony, and use a covered ashtray.

When smoking in your unit please close your bathroom door so smoking odours do not travel through the bathroom exhaust vent to your neighbours' units. Please do not smoke in your bathroom.

Elevators

- **Please hold the elevator door open by pressing the button on the control panel, rather than using your hand to force the door to stay open.**
- **Never jump up and down in the elevator because of potential damage to the elevator.**

Owners who cause damage to the common elements will be held liable, which means you will be made to pay to repair or replace the damaged items, even if it was an accident. You can also be held liable for damage caused by your guests or tenants.

Building Evacuation

If you have a medical condition or mobility issue which may affect your ability to leave the building during an evacuation, please advise the office. This information will be subject to all privacy and confidentiality safeguards and can assist police or fire fighters in case of emergency evacuation.

Water Leaks

While not life-threatening, major water leaks from bathroom or kitchen pipes can cause extensive damage resulting in costly repairs to your property, your neighbours' property, and the common elements. Locate the water shut-off valves for your kitchen and bathroom. You need to know where they are as you may need to shut off the water supply to your unit if there's a leak. Contact the office if you need assistance to locate shut-off valves.

Water Drips

Please also exercise caution when watering outside plants and monitor your air conditioning water outlet level to ensure that no overflow leaves your balcony causing problems for units below you.

Any water that drips from your balcony lands on your neighbours' balcony below. It is one of the quirks of the original design of the building. Some balcony drains have longer spouts to try to deal with this problem, but that only makes the water land on the balconies further below.

To alleviate this problem when washing your balcony floor, we suggest you use an old broom and dustpan to pick up the dirty water and pour it in a bucket for disposal down your sink or tub. Wash one small section at a time to keep the water from the edges.

Also, installations of split-unit air conditioners are only approved if you have a way of catching the water so it doesn't run off the balcony. If you notice water where it shouldn't be, please call the office at 416-923-2268 right away – don't wait. After office hours call security directly at 416-771-7529.

Power Failure

In the case of a building power failure, our emergency generator supplies power to the elevators, corridors, and exit lights. Your cell phone or your landline phone, the kind without its own electrical outlet, will work in a power failure. Water pressure will be lower while the building is on generator power, especially on higher floors.

Authorized Unit Entry

Unit entry is governed by section 19 of the Condominium Act. However, at times the Property Manager and/or emergency personnel may need to get into your unit in a hurry. It is a requirement in our condo that the office has a key to your unit. These keys are stored in a secure location and are used in an emergency. We have had emergency personnel break through a unit door (with an axe!) to let paramedics in.

Security

Security is everyone's responsibility. Please don't let strangers into the building. Ask to see a fob if you are unsure. Please don't expect to be let in by another resident who doesn't know you. Our security personnel have authority to stop you and ask to see your fob.

If you see anyone exhibiting concerning behaviour either to you or others, please report it. Also report any strangers in the building, or vandalism, or anything that is broken, to the office or security right away, even if you think someone else already did. It's better to have more people reporting something that needs attention than no one.

If you're going away for an extended period of time, please let the office know. You may also wish to check your insurance because some policies require someone to check your unit every few days. You may ask a neighbour or a friend from outside the building.

If you have a friend who doesn't live here come check your unit, please let the office know so they are not treated as trespassers. If you live alone, please make sure the office has contact information for a family member or friend.

Security Cameras

We have many security cameras throughout the property, including at all entrances. The Property Manager and security personnel can access the recordings as part of an investigation into trespassing incidents or property damage. They may turn the recordings over to the police, if appropriate.

You can also use our CCTV system to view the entrance before allowing a guest entry to the building. To do this you need to change your TV setting to cable/antenna and turn to channel 57 on the cable/antenna.

Security Personnel

A security guard is always on duty (24/7). Security is here to protect us and our property. They can intervene in situations such as water leaks and noise complaints when the office is closed. You can reach security by going to the desk in the lobby, or by phoning the security number 416-771-7529.

You may leave a package with the security personnel for someone to pick up. Please see the Mail Delivery section for more information. Please understand that the security personnel's first priority is the safety and security of residents and the property, so you may have to wait for the security personnel to deal with an issue or return from rounds before responding to your request.

We ask you to let our security personnel do their job. We are a friendly building, yet we don't want our friendly conversations with the security guards to distract them from their duties. Do say hello, but please keep the conversations short. And please understand Contact the security personnel by phone (416- 771-7529) or by going to the lobby for:

- **Life Safety Emergencies in common areas**

- **Noise complaints**

- **Strangers in the building**

- **Vandalism**

- **Water leaks**

- **Parcels delivered to you**

(Parcel pick-up hours are 9 a.m. – 3 p.m.; 5 p.m. – 11 p.m.; 1 a.m. -7 a.m.)

- **Small packages or envelopes left for someone to pick up**

Balcony Safety

Our building is subject to some unpredictable winds and gusts bouncing off neighbouring buildings as well as our own. To prevent accidents or damage caused by wind:

- **Never throw anything off your balcony or out your window.**
- **Make sure everything on your balcony is secure against the wind. Small decorative objects would most likely blow over onto your balcony floor, but there is a chance that they would blow off your balcony. Even large plastic flower pots can blow around when it's windy, especially on high floors. We suggest placing enough potting soil or some rocks or other objects to weigh down the pot.**
- **Never place anything on top of your balcony railing. Even without wind, it may fall off. Flower boxes with brackets are fine, as long as the flower box hangs inside.**
- **Smokers, please do not leave your cigarette butts in an open ashtray as the wind picks them up and deposits them on your neighbours' balconies. Aside from unsightliness, cigarettes can be a fire hazard.**
- **Please do not shake mops or carpets over your balcony.**

Please never store dangerous materials on your balcony. Propane and charcoal BBQs are not allowed on balconies. Gas BBQs are available for use on the back patio.

Please do not feed pigeons or allow them to nest on your balcony. They have become a greater nuisance in recent years due to feeding and neglect of some balconies. This causes unsanitary conditions.

Balcony Flooring

There is a waterproofing membrane in the paint over the concrete floor and it is important to keep this membrane intact. Water that leaks through the membrane causes the concrete to deteriorate prematurely.

Paint, grout, cement, and carpet glue react with the waterproofing membrane and cause leaks into the concrete. For this reason, paint, tiles, and glued-down carpets are not allowed. Please consult the office if you want to do any painting of the balcony walls or floor. Painting of the bricks is not permitted.

Here are suggestions if you would like to cover your balcony floor:

- **Indoor-outdoor carpets with heavy objects such as planters or furniture in the corners to hold the carpet down. Please bring the carpet inside in winter, because the freeze-thaw cycles can damage the concrete (and your carpet).**
- **Decking squares that do not need to be glued, as long as they're thin. They are a safety hazard if they effectively lower the railing height below Building Code standard, which is 42 inches.**

Some residents have tried plush carpets and have found that they hold dust and especially water for a long time, and may become mouldy. If you prefer a plush carpet, we suggest you vacuum it frequently, make sure it's dry, and bring it inside for the winter.

Balcony Painting

Painting of balconies is permitted using ONLY the proper type of concrete outdoor paint in the colours approved by the corporation by the Board of Directors. This information is available in the Office. The approved colours are cream for the walls and salmon for the floor. Painting of bricks is not allowed.

COMMON ELEMENT EXPENSES

Your share of the Common Element Expenses (Monthly Maintenance Fees) is due on the first of every month. You can arrange to pay your common element fees and parking rental by automatic withdrawal from your bank account. We strongly recommend you do this because if you are late the corporation may take action to collect amounts owing. Owners who are in arrears cannot vote at owners' meetings.

The common element fees change annually effective January 1st. The list of current fees for each type of unit can be found on our [website](#) or on Condo Control Centre (CCC). They are also posted in the Management Office.

Insurance

The corporation maintains insurance for the common elements as well as basic items in your unit. These basic items are listed in our [Standard Unit Bylaw](#) or at Condo Control Central (CCC).

If your unit is damaged in a fire or by water leak, the corporation's insurance will fix your unit with respect to the basic items as per the [Standard Unit Bylaw](#) only; the corporation's insurance will not cover your upgrades, flooring or your personal effects. You should have your own insurance which covers both the upgrades and the contents. For more information on flooring and other standard unit coverages, see the [Standard Unit Bylaw](#).

When shopping for insurance, be sure to ask for condo insurance (not house insurance). House insurance is much more expensive because it covers exterior walls, roofs and basements. These are included in the corporation's insurance. Some insurers offer insurance for houses but not condos.

Your own insurance may also pay for you to stay in a hotel while your unit is being repaired. If you are liable for the damages to the common elements or other units, you will be required to pay the corporation's insurance deductible, and the condo's insurance will pay the rest. Your condo insurance should cover the cost of the corporation's deductible. For 2025 the basic deductible is \$25,000, and \$50,000 for water damage. See Condo Control Central (CCC) for current deductible amount.

We suggest you speak with your insurance agent or broker to discuss your individual needs and the costs. It is recommended that you investigate options with the company that insures our condo. Contact the office for more information.

Mail Delivery

Each unit has an assigned mailbox in the mailroom located on the ground floor to the left of the elevators. You should get your key from the previous owner. Only Canada Post personnel may deliver mail to these boxes or have access to the sorting room behind the mailboxes.

There are also Canada Post lockers in the back entrance hallway where Canada Post parcels will be left. The carrier will leave a key to the locker in your mailbox to indicate you have a parcel there. You may also post out-going letters in a slot on the lockers.

The nearest Canada Post offices are at the Shoppers Drug Mart locations at Yonge and Carlton and at the Shoppers Drug Mart on Parliament between Carlton and Gerrard. Incorrectly delivered mail is an ongoing problem in all high-rise buildings. There is a mail slot in the mail room for you to put incorrectly delivered mail for re-sorting or return to sender.

If you want to stop junk mail from getting into your mailbox, you can put a notice in your mailbox. These notices can be picked up in the office. The next day, the Canada Post staff will put a small red dot at the back of your mailbox as a signal to leave undressed mail out of your mailbox.

You can leave envelopes and small packages (but not keys for realtors) with security for someone else to pick up, only if you have signed a form on CCC with your understanding that the corporation will not take liability for any loss or damage. Please let the recipient know that the security personnel may be on rounds or dealing with an incident, so there may be a wait to pick up the package. Parcel pick-up times are restricted to 9am-3pm, 5pm-11pm, 1am-7am.

Door-to-door delivery of flyers is not allowed, except those for government elections. If you find a flyer at your door, please take it to the office. The Property Manager will contact the company in question.

BUILDING ACCESS

Fobs

Fobs are purchased through CCC and picked up at the Management Office. The fob is registered in your name. Fobs are programmed for different areas in the building (e.g., entrance doors, bicycle room, gym). Please report lost or stolen fobs immediately so they can be deactivated. You are responsible for any misuse of your fob. If you go on an extended vacation and give your fob to a friend who lives outside the building, please register your friend at the office. Otherwise, your friend could be treated as a trespasser. Payment for fobs are not refunded. The number of fobs for each unit type is limited.

Remote Control Door Opener

The office has automatic remote-control front and back door openers. There is a \$50 cost for each one, which you would forfeit if your remote opener is lost, stolen, or damaged. These openers are intended to assist those with mobility restrictions and are handy if you use a wheelchair, scooter, or walker. You can order one on CCC.

Letting Guests In

You can allow entry to guests at the front and back entrances, the garage entrance, and the entry door from visitors' parking into the building. The Enterphone system will determine which door to open for your guests. There are a number of ways this can be done. Please arrange which you prefer with the management office. Please let your guests know your buzzer code or they can find your name in the directory at the front door.

If you have a landline phone with phone service in your unit the Enterphone system can call you on this line if that is your choice. If you have a landline phone without phone service you can also have the Enterphone system direct the call to this landline phone in your unit. When your guests call your buzzer number the phone will ring and you should confirm their identity and dial '6' to let them in. If you are on the phone with a caller when the Enterphone calls you dial '3' to place your call on hold, dial '6' to let your guest in, then dial '3' again to return to your call. Alternatively, you may ask the management office to direct the Enterphone calls to your mobile phone and follow directions on this phone if on a call or dial '6' to let your guests enter.

GETTING ALONG WITH NEIGHBOURS

Condominium living means many people living in close quarters. Sometimes we aren't aware that what we do bothers others. Part of the problem may stem from the quirks of an older building, and sometimes we just don't know that what we do can cause inconvenience or irritation to others, which may lead to conflict. This section outlines some of the things you can do to help us all get along and some things you can do when your neighbours cause a disturbance.

Noise

By far the most common complaint in our building is noise. Our floors and walls are concrete, so we don't normally hear our neighbours' voices or televisions, but we do hear structural noise: that is, noise that is carried by the concrete. Hammering or drilling, vacuuming, dropping books, even walking in hard-bottom shoes can be heard up to six units away in all directions.

We ask all residents to respect one another and restrict activities that can disturb other residents to between 8:00 a.m. and 6:00 p.m. Monday through Friday and noon to 6:00 p.m. on Saturday and no disturbances on Sundays and statutory holidays. If you have a piano, stereo, or subwoofer, we ask you to put sound proofing materials under it. Perhaps a piece of Styrofoam will do. It is not recommended to mount stereo equipment on your walls since they may support the building and the sound will most likely extend to your neighbours.

Hard-heeled shoes can be annoying to your neighbours. The sound is much louder in the unit below you than it is in your own unit. Please take hard-heeled shoes off when you are in your unit, and have your guests do the same. Alternatively, you may wish to install carpeting with sound proofing underpadding.

The entrance door to your unit should close quietly. If it does not close quietly, please contact the Office to arrange for the door closing mechanism to be adjusted.

If you hear unreasonable noise, please do not assume it's your upstairs neighbour. If it is persistent, please call security and they will trace the source and work to resolve it. If it is intermittent, please write down when you hear it and let the Property Manager know. Hopefully your neighbours will do the same so the source can be traced. The corporation has the authority to require owners to install sound-proofing material when initial attempts to deal with the noise are not successful. For further information, please refer to the [Rules](#).

Harassment

We don't always get along with our neighbours when we live in close quarters and share common elements. If you feel another resident is being particularly unpleasant toward you or others or exhibiting unwelcome behaviour, you can ask the Property Manager to intervene. You will be asked about the nature of the problem and may be asked to provide a written complaint. The Property Manager will do their best to ensure all residents can live harmoniously. If you see someone acting strangely or aggressively, either to you or to someone else, you can ask the Property Manager to intervene. Here are some of the ways you can contribute to a harmonious atmosphere:

- **Please do not use your phone on speaker in common areas.**
- **Please don't let your children or pets play in the corridors.**
- **Please don't distribute anything door to door; you can place notices on the bulletin board in the laundry room.**
- **If you want to issue an open invitation to your unit to sell things before you move out or for any other reason, you may do so with permission of management. Permission will be granted as long as you don't have unit sales frequently.**
- **Be considerate of your neighbours and keep the noise down when your house parties expand onto your balcony.**
- **Inform the Office by completing the appropriate form in advance when you are doing repairs or renovations in your unit that will involve noise. They will let your neighbours know when noise is to be expected.**

KEEPING UP APPEARANCES

While we all like to express our individuality, a harmonious appearance in and around our building adds to everyone's enjoyment and increases our property values. Generally, if your decor idea does not change the appearance of the building from the street, and does not pose a safety risk (by hanging out of the window or over the balcony) then it should be acceptable. To be sure, please consult the [Rules](#) or contact the Office.

Corridors

Many people like to attach decorations on the corridor side of their unit door. It adds some character and is welcoming to you and your guests. These are permitted, unless they are deemed inappropriate by the Board. All decorations must be affixed with temporary fasteners and not cause damage to the door.

A welcome mat in the corridor outside your door may make you feel at home but is not permitted. The mats may interfere with people with mobility issues, especially during an evacuation. They also interfere with our staff vacuuming the hallway carpets. Door bells and door bell cameras are not permitted on your entry door.

We ask that you wear proper attire outside your unit, out of respect for your neighbours and all our guests. If you wouldn't wear it outside or to a friend's house, please don't wear it in the common areas, even if you're only going to get your mail.

Gardens

Professional landscaping companies are contracted to maintain our lovely grounds. Please let them do their job, and don't let your pets tear up our gardens or use the lawns for toileting.

Our Gardening Committee, received a grant to create two pollinator gardens at the front of the property and maintains them. The Gardening Committee cares for the Rose Garden at the back, the Rock Garden at the entrance of the north driveway and weeding of the gardens. Other initiatives will be undertaken in the future and the committee welcomes all who want to get their hands in the earth. For further information, please refer to the [Rules](#).

Balcony Use

You may install certain drapes or shades on your balcony, but only those that are in keeping with the appearance of the building. Our rules specify that balcony adornments must comply with the Board-approved specifications. Please contact the Office before purchasing or installing any shades on your balcony.

Please do not use your balcony for storage. We only allow seasonal furniture and decor. If you wish to dry your laundry on your balcony, please make sure the rack and laundry are below the top of the balcony railing. Please secure your laundry so items don't fly off in a gust of wind. Do not install satellite dishes on your balcony.

Balcony Maintenance

Your balcony is an exclusive-use common element, which means the corporation is responsible for repairs, but you are the only one who uses it. Please do your part in keeping it in good condition.

WASTE MANAGEMENT

Residents must use the following options to dispose of waste properly in: recycling, compost, specialized waste, donations, bulk, or garbage. If you face barriers or challenges to dispose of your waste appropriately, please contact the Office.

Pick-up for some waste is free, including: compost, recycling, and household hazardous waste. Some waste is not picked up for free. Our maintenance fees cover the cost of garbage collection. This means that if we send less garbage to landfill, we save money for the building and contribute to a better environment.

Reusable blue bags to collect recycling and beige kitchen catchers to collect compostable waste are available in the office. When moving, these containers should be left in the unit by the previous owner/tenant for the next resident to use. If you need new containers, contact the Office.

Not all waste needs to go down the garbage chute and be deposited in a landfill: many items can be reused, repurposed, or repaired. Items in good condition can be donated, and 40 Homewood has a few options to consider (see section on Donations below). To help our environment consider alternatives that allow you to reduce waste such as a reusable water bottle or a travel mug.

Please do not leave items on the floor of the waste room on the ground floor near the rear door. Staff need to be able to easily move bins in and out and residents need a clear path to all areas. If you are ever unsure of how to dispose of an item, please refer to any of the following resources:

- **Rules on the poster above the recycling and compost bins in the waste room;**
- **City of Toronto website [Waste Wizard](#)**
- **TOWaste app that can be downloaded onto your device;**
- **City of Toronto direct line at 311;**
- **Handouts available through the office in the following languages: French, Chinese, Korean, Portuguese, and Spanish; and**
- **Contact the Green Committee at 40hgreencommittee@gmail.com**

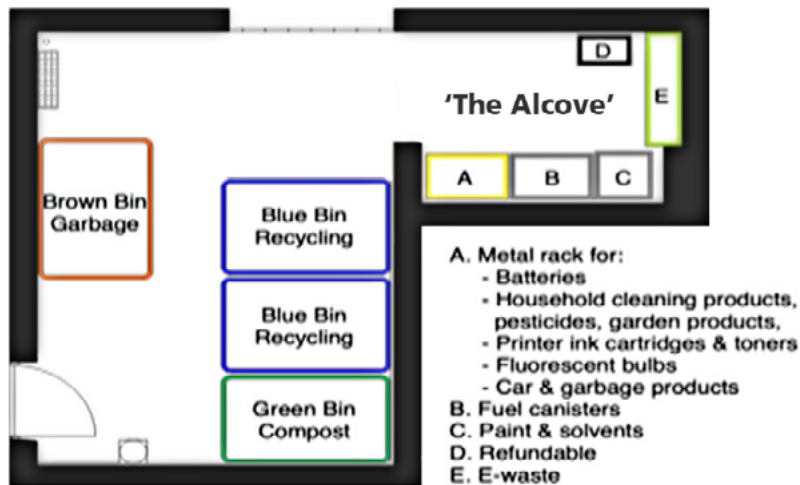
Household Garbage • Garbage Chutes / Brown Bins

Items that cannot be composted or recycled are sent to landfill. There are both a garbage chute on each floor and a large garbage bin in the waste room.

The garbage chutes on each floor are located between units 09 and 11. Please put your waste in a bag and tie the bag securely. There is a risk of harm to staff and damage to the compactor at the bottom of the chute when breakable items land and shatter, so please recycle glass, and take ceramics and other breakable material directly to the garbage bin in the waste room.

**To avoid disturbing residents in units adjacent to the garbage chute, please dispose of your garbage only between the hours of
7 a.m. and 10 p.m.**

The Waste Room • Ground Floor



Recycling • Blue Bin

Items for recycling must be clean and emptied loosely in the bins, not in a bag. All boxes must be flattened. Some items can be stored in clear plastic bags, such as shredded paper or plastic bags inside one bag. Some common recyclable items are glass, tin cans, aluminum, plastic bottles, clamshell containers, newspapers, etc. Do not place any black bags inside the blue bins; follow the signage on the wall. Any bins identified by city inspectors as being contaminated will be charged as garbage and sent to landfill instead of a recycling processing plant.

Compost • Green Bin

Our food scraps, food soiled paper e.g., paper napkins and greasy pizza boxes), and many other biodegradable items, like plants, dirt, and pet waste are processed in Toronto and turned into usable compost for soil.

No plastics—including “biodegradable” plastics—go in the green bin. You should place your compost waste in a loosely tied plastic bag and deposit it in the green bin.

Specialized Waste Collection • 'The Alcove'

The back corner of the waste room, known as 'the Alcove,' is where we collect household hazardous waste such as batteries, fluorescent bulbs, printer ink cartridges, and cleaning products. You can store empty fuel canisters inside the steel cabinet. Paint and solvents can be placed in the grey bin. Cooking oil and grease can be placed on the wire shelf provided it is clearly labeled in a jar with the lid on securely. We also collect electronic waste and refundable bottles and cans.

Oversized Bulk Items

Located outside in the back of the building is the garbage shed where you can place large items, like mattresses and furniture that do not fit in the garbage bins. Please refer to the signage for hours of operation. Security will open the locked shed. To move your mattress, please contact the office to obtain a large plastic bag before moving the mattress through the building. **Never** bring items placed in the shed area back into the building, as they may be infested with pests.

Recycling Tips



KEEP IT LOOSE



**EMPTY,
CLEAN & DRY**



PLEASE FLATTEN BOXES

**PLEASE DON'T
CONTAMINATE
THE BLUE BIN!**

NO GARBAGE

NO FOOD

NO TEXTILES

NO BLACK PLASTIC

**OTHERWISE THE BUILDING COULD BE FINED,
AND THE BIN GETS SENT TO LANDFILL**

Recycling

- Rinse to remove food, liquid, product



Paper

Not contaminated with food or chemicals



Garbage

Please do not contaminate recycling or the Green Bin with these items; these belong in garbage.



Green Bin

- Take food items out of plastic bags/wrap
- Do not use biodegradable bags



Donations

If something you no longer want can be reused and diverted from landfill, there are different options available at 40 Homewood.

Oasis Bin

The Oasis Bin is located in the back of the building for clothing and textile donations in good condition. Oasis Clothing Bank helps enrich lives in our community; to find out more about the Oasis Movement visit their [website](#) or call (416) 751-0553.

Free Boutique

Next to the laundry room is the TV Room where residents can wait for their laundry. There, you will find the Free Boutique. Leave any reusable items that you no longer need in your home but that are in good condition on the table. Take anything you fancy.

Please adhere to the donation rules posted on the wall in the TV Room. No items intended for donation to the Free Boutique should be placed on the floor of the TV Room. If the designated table is full, please hold on to your item(s) until space is available. Please note that only the table below the Free Boutique poster is the Free Boutique.

The coffee table, side table, and TV stand are not part of the Free Boutique.

The Free Boutique does not accept books or magazines. Books can be donated to Toronto Public Libraries.

If you have furniture or large items you would like to donate, please consider posting in the monthly newsletter, on the bulletin board in the laundry room, or to the 40 Homewood Facebook page. Additionally, you can donate to secondhand stores, the Furniture Bank, or other online trading sites or marketplaces.

MOVING IN/OUT & RECEIVING LARGE DELIVERIES

The service elevator is booked on a first-come, first-served basis. Book the elevator on Condo Control Central (CCC) as far in advance as you can. There is a mandatory refundable damage deposit of \$500 to secure the elevator for a move.

Our service elevator is available:

Monday to Friday: 9 a.m. – 4 p.m. and 6 p.m. – 10 p.m.

Saturdays: 9 a.m. – 7 p.m.

Sundays: 10 a.m. – 4 p.m.

The service elevator does not need to be booked when you take delivery of one or two large items. It only needs to be booked when the door must be open for more than a few minutes to allow you to load several items. Arrange for the delivery to be made to the back door, where the truck can park for a few minutes as long as it does not block the fire route.

If you book the service elevator and another resident has a delivery, we ask you to try to accommodate your neighbour as best you can. Our rules stipulate that the Property Manager or security personnel can intervene to ensure that both your move and your neighbour's delivery can take place with minimal inconvenience to both parties.

GARAGE AND PARKING

Residents' Parking

If you wish to rent a parking spot in the building, register and arrange payment of the monthly fee with the Office through CCC. Fees are set for parking cars, motorcycles, and electric vehicles in the annual budget. Please make sure you park in your designated spot/parking area.

You may park more than one vehicle in the same parking spot for the same monthly fee. Some owners have a car and motorcycle in their parking spot: they register both vehicles but pay only one monthly fee. However, using a parking spot to store items such as spare tires or tool boxes is not permitted.

We have a limited number of longer tandem parking spots at a cost which is less than two separate spots. You should consider your driving habits if you share one of these spots with someone who does not live with you, because you may have to move cars frequently.

The Office will notify owners when vehicles need to be moved, for example, so the garage can be cleaned. Generally, the garage is power-washed once a year. We ask you to cooperate, as cars that are not moved cause delays and increased costs.

Derelict vehicles are not permitted in the garage. They are unsightly and prone to leaking fluids, which damage the floor. If your car appears to be derelict, the Property Manager will contact you to ask you to make the necessary arrangements.

For safety and security reasons, please do not allow strangers into the residents' garage. Only residents who park in the garage have access to it.

Please read our [Rules](#) for a description of what is required of car owners in our garage. In extreme circumstances, the Property Manager has the power to block access to the garage, collect arrears, put a lien on the owner's unit, and have vehicles towed.

Electric vehicles: If you have an electric vehicle and want to use the charging stations in the building contact the Office for registration and instructions.

Visitors' Parking

We are proud of the large visitors' parking garage in our building. It is a very rare occasion (usually holiday weekends and Pride Week) that there is no spot available for our guests. We do not take reservations.

Please ask your guests to refrain from stopping in the driveway, since it blocks other vehicles. They should drive up to the garage door and buzz your unit. When you answer your phone and confirm their identity, press '6' on your phone and the garage door will open. Once your guests park, they will have to buzz your unit again from the garage to gain access into the building on the 1B level. Again, press '6' on your phone to let them in.

- **Parking is free for visitors during the day. There is no need to book visitor parking during the day (7:01 am to 12:59 am).**
- **Your guests (or you) will need to pay for overnight parking (1 a.m. – 7 a.m.), or they will be ticketed by the City of Toronto.**
- **Book and pay for overnight parking on Condo Control Central (CCC).**
- **Please don't park in the spots reserved for disabled drivers – unless your vehicle has a disabled permit – or reserved spots, even for a few minutes. For further information please see the [Rules](#).**

UNIT MAINTENANCE AND IMPROVEMENTS

Hiring a Repair Person

You may wish to speak with your neighbours to get a recommendation for good repair persons in the area. There is a list of various service providers on 40homewood.org.

You may also wish to hire one of our cleaners when they are not on duty. If you do, the corporation is not involved in any way (setting the price, supervising the off-duty staff, guaranteeing the work, etc).

Hanging Pictures

Although you don't need permission to hang anything on your walls, you must check whether the wall is drywall or concrete.

You can knock on the wall (but please, not during evenings nor on Sundays). If it's solid like the wall between your unit and the hallway, then it's concrete. If it sounds hollow, it's probably drywall. You can try a regular picture hook. It won't go through concrete, and the nail will bend. You have the following options for concrete walls:

- **Plastic anchors. Drill a hole, hammer in an anchor, then install a screw to hang your picture.**
- **Masonry hooks, available at a hardware store, have very small prongs that are hammered into the concrete with a few taps of the hammer. Warning: These hooks will not work on drywall.**
- **Adhesive hooks are suitable for light objects.**
- **Picture hanging strips: these strips are a lot like Velcro and work with picture frames as well as other objects you might wish to hang on your walls. Adhesive strips are applied to both the wall and the object. No hammering is required.**

Ceilings

Please never drill a hole into your ceiling without first speaking to the Property Manager! We have heating coils embedded in the ceiling that heat your unit as well as the floor of the unit above. The Property Manager can advise you where you can safely drill to hang curtain rods, plant hangers, ceiling lights, etc.

Heating

Most of your unit's heat comes from your ceiling, with about 25% of it coming from your floor. If you go away during the heating season, you should **not turn your thermostat down below a normal room temperature**. The person above you will be cold, and staff may enter your unit to turn your thermostat back up.

We have a "thyristor" system added on to the heating system to save energy. It has its own quirks. If your unit is cold and turning up your thermostat doesn't work, please let Management know. They can override or partially override the thyristor system to get your unit to a comfortable temperature. Also, if your unit is too hot, even when you turn the thermostat down (but not off, because your upstairs neighbour will be cold), please tell the Office, and the Property Manager will try to address it so we don't waste energy.

Ventilation

Our building has air intakes on the roof which blow fresh air into the corridors. The air is pressurized so it pushes into the units through the small gap in your unit door frame, then flows out through open doors or windows or through the vent in your bathroom. This kind of ventilation system prevents cooking and other odours from one unit getting into the corridors and other units. But, more importantly, it helps prevent smoke from fires spreading (unless it's a very hot fire and someone opens the door). Please see the Emergency Procedures section for more details. Please never put weather-stripping around your unit door. It blocks the air flow and is not allowed under the Fire Code.

Electrical Panel

The electrical panel is your responsibility to maintain, repair, and replace. The power supply to your stove is 220v and comes from a separate set of wiring. The original ovens were hardwired into the building, so there was no electrical outlet behind the oven, just a cable attached directly into the building's system. If you have an original oven and wish to replace it, you will need to have an electrician install a heavy-duty electrical outlet for your new oven.

Air Conditioning

We don't have central AC, but many owners have bought their own AC units. There are several sorts of AC: floor units, window units, and split-unit air conditioners.

The earliest AC units installed here were window air conditioners. Today, many think they detract from the appearance of the building. In addition, they drip on units below, causing nuisance for your neighbours. If using a window AC please ensure your AC sits on a metal shelf supplied by the office. Using this shelf prevents damage to the window sliders.

Floor models require a short, wide hose to your window. These may drip, which you must manage so they do not cause problems to your window sill and floor or to neighbours below.

Split-unit AC units can be installed, but require permission from the office to make a hole through the outside wall. The exterior unit must be raised and have a container to catch water. Before drilling through the exterior wall of the unit to the balcony you need to obtain a Section 98 agreement with the corporation. Contact the office for the proper paperwork and fees to register this against the title of your unit.

Plumbing

The corporation is responsible for pipes which provide water to the units (called risers). There are shut-off valves located under your sinks and behind your toilet. You are responsible for the valves and pipes within your unit. The Condo is responsible for the shut-off valves which are located inside the walls. Each owner is responsible for fixing leaky taps, a running toilet and the toilet gasket. Plumbing work in your unit must be done by a licensed plumber.

Before calling a plumber, contact the office to verify that the shut-off valve in your unit is working and will properly shut off water to the unit. As these valves are not moved regularly, they can easily seize in the open position, requiring replacement. Please also make sure not to cover access to the wall (e.g., with tiling or wood) behind your kitchen or bathroom sinks.

If the water coming from your taps has an "earthy/musty" odour, mainly in the late summer and early autumn months, this is likely due to naturally-occurring algae and warm water temperatures in Lake Ontario. The water remains safe for drinking during these algae events.

Bathroom Issues

There are more bathroom plumbing issues than kitchen plumbing issues. One is the wax seal of the toilet: it should be changed every five to eight years. Also, please do not deposit wipes (hand wipes, baby wipes), kitty litter, fat, oil, grease, tampons, or pet waste down the toilets.

Kitchen Issues

Please do not put grease or any foreign objects down any drain. If you hear gurgling in your drain or see soap suds backing up, please call the office right away. Kitchen stacks, which carry the waste water, are particularly susceptible to grease build-up, narrowing the opening and causing water to back up.

All units should use sink strainers in their kitchen drains and have a jar or can in the fridge in which to pour grease and fat. The grease and fat containers may be deposited in the alcove behind the Recycling Room.

Also, please do not put corrosive substances such as Drano or Liquid Plumber down the drains. Try boiling water or using a plunger, and if that doesn't work, please call the Office.

If you have a dishwasher, please make sure the hose is robust. Plastic hoses meant for single family homes do not last under the higher pressure required in taller buildings. We have had water leaks that do not necessarily result in a flood, but the stagnant water has caused mould behind the dishwasher that, in one case, grew along the pipes and into other units. All leaks contribute to increased water usage and higher fees.

Twinned Kitchen Drains

Special conditions affect residents in units 01+03, 02+04, and 08+10. Your kitchens are back-to-back and your drain pipes are "twinned": they form a Y from your two units before they drain into the vertical stack. A plugged kitchen drain becomes a problem for both units.

At the first sign of a problem—usually just the draining water taking a long time – talk to your neighbours. They should be experiencing the same slow-down, and clearing it is a two-person job:

- **While one person holds the drain shut tight in one unit, the other plunges the drain in the other unit. Repeat in reverse, changing units.**
- **If this doesn't clear the drain, alert the Office to send the cleaners to plunge the drains. If this still doesn't work, the Office will call a plumber to snake the drains.**
- **If the plumber can determine which unit caused the drain to be plugged, that unit will pay for the plumber. (For instance, perhaps coffee grounds caused the problem and one unit doesn't drink coffee...)**
- **If no cause can be determined, the units will split the cost of the plumber.**
- **If the blockage is further along in the stack, as determined by the plumber, the building will pay for the plumber.**

SUITE RENOVATIONS

Renovating your home should be exciting and the end result deeply satisfying. Please read this section carefully to avoid any problems during or after your renovation. Please speak with the Property Manager about any renovations when you are in the planning stage, and provide any construction diagrams you have available. The Manager will help you determine what can and cannot be done and what aspects require Board permission. The manager may also have helpful tips and tricks passed on from other owners who have renovated.

You may also speak with your neighbours who may have many good ideas, and possibly some ideas that didn't work out too well for them. Many kitchens in our building have been renovated, including removing walls, installing islands, and rearranging the appliances.

In installing islands, cabinets, new walls in new floor locations, no drilling can take place to secure these items to the floors or ceilings until approval has been given by the Property Manager. A licensed electrician is required to undertake the work as the heating elements of the floor cannot be compromised and power must be turned off. The office has a heat detecting gun that can assist in determining safe locations for islands and floor secured cabinets and walls.

Some original walls in your unit are concrete. If you are considering moving walls, speak to the Property Manager for advice. Note: Walls supporting the building cannot be removed.

You will need permission to alter the plumbing and electrical systems. The Property Manager needs to confirm that your completed renovation will not affect your neighbours, and will not put undue strain on our plumbing and electrical systems. When renovating, consider purchasing water efficient toilets and energy efficient appliances. Current appliances, if still usable, could be donated or sold rather than sent to waste.

Owners are required to get sound-proofing material when new floors are installed. The padding is available at a very reasonable cost and will result in fewer disturbances for your neighbours.

In some renovations, common elements are affected. One example is the installation of sliding balcony doors. This work involves changing the exterior wall, which is a common element. If you wish to alter the common elements, permission would be conditional upon the owner taking responsibility for maintenance, repairs, and replacement of the new balcony doors. Under Section 98 of the [Condominium Act](#), changes to common elements must be approved by the Board, and the registration of a Section 98 Agreement stating those conditions will be attached to your land title.

Please keep in mind that if the staff have to remove anything you have installed to maintain or repair the common elements, the corporation will not replace it. This rule can cause you stress if, for example, there is a leak behind your bathroom wall and staff have to remove your tiles to fix the leak. Your insurance may cover the replacement of your tiles. Contractors who have done work in a condominium before will be familiar with work restrictions.

Renovations create noise, so we only allow renovations during the following times:
Monday to Friday: 8 a.m. – 6 p.m. • Saturday: noon – 6 p.m.
Sundays and statutory holidays: Not at all

Contractor Responsibilities

If your contractor has a minivan or smaller vehicle, please ask them to use visitors' parking during the day. If the vehicle won't fit in our garage, please speak to the office to arrange parking out back. Unfamiliar vehicles parked on our property may be ticketed and towed.

All renovation materials and tools must be moved in and out through the rear door and the service elevator.

Your contractor should never leave a trolley or any other materials in the corridors.

Our garbage pickup isn't designed for renovation debris. Please arrange for your contractor to take your old cabinets and other waste off site. If your old cabinets, sinks, etc., are in good shape, you may wish to donate them to charity.

Please refer to the [Rules](#) for further information.

BUILDING AMENITIES AND FACILITIES

Storage

You may have noticed a reference to your locker in the sales documents when you bought your unit. Lockers are exclusive-use common elements. Every unit has a designated storage locker located on either the 2B or the 3B level. The previous owner should have given you a key to the room in which your locker is located; if not, you can purchase a new key for the locker room on CCC.

For security purposes, access to the locker rooms is between 7:00 a.m. and 11:00 p.m. daily. You will need your own lock for your individual locker space. You do not need to give the office the combination or a copy of the key to your locker.

Do not store any dangerous goods in your locker. Anything combustible or toxic should be stored off site so it doesn't pose a danger to you or your neighbours. Due to fire regulations, there must be 18 inches of free space between the ceiling or sprinkler pipe and your stored goods. Items should not be hung from the pipes in the lockers. The corporation is not responsible for any loss or damage to possessions stored in your locker.

If you don't use your locker, you may wish to rent it to someone else. We suggest you put up a poster on the laundry room bulletin board or advertise on the Facebook group if you have a locker available, or if you want to rent locker space. The office is not involved in any locker rental.

Laundry

The laundry is for the use of residents only. You may have received a laundry card when you moved into your unit. If not, they are available from the Sparkle machine in the laundry room. The corporation is not responsible for lost or stolen cards, and there is nothing the office can do other than sell you a replacement card. Avoid punching a hole into the card as you risk damaging the chip inside the card.

All laundry machines are activated with the laundry cards. You can load money onto your card from the Sparkle machine inside the laundry room using a credit card. There is a suggested \$40 limit on the card balance regardless of how it's loaded.

All our laundry machines can take "high efficiency" (he) detergent. If you are using non-he detergent, use only the top-loading laundry machines.

Look for
this logo
on bottles
of laundry
detergent



Please use only the amount of detergent recommended on the detergent container. If you find that the machine continues to spin after the “time remaining” indicator is at zero, it’s because the sensors in the machine have detected residual detergent and the machine is trying to rinse it all out.

To avoid damage to the machines, please don’t overload them. Read the instruction inside the machine lid or on the wall poster.

You can get a notification when your laundry washer or dryer is done from the Sparkle app on your phone. Please remove your laundry promptly and clean out the lint collected in the dryer.

If you encounter a problem with a machine not working please let the Office or security know and they will arrange for an out of order sign and a repair call. If you need extra drying time, you can add extra time (5 minutes) by first starting the dryer and then placing the laundry card on the payment shelf of the machine and pressing one of the temperature selection options. Five minutes can be added for an additional 25 cent charge.

Television and Internet

In February 2023, we began our five-year fixed-price contract with Bell Canada for \$40 per month per unit, covering internet and television in your suite, paid for through condo maintenance fees. For Bell Customer Service please call 1-888-988-0818. This is the number for our Bell Fibe Preferred Building help desk.

Bell provides us free Wi-Fi in the common areas of the building such as the gym, party room, library, laundry and meeting room. The password to use this service is the phone number of our security personnel 416-771-7529.

Gym, Pool and Sauna

We are proud to have an indoor saltwater pool, a gym, and saunas in the building on level 1B. These facilities are great places to exercise or just relax!

The building facilities are for residents and their guests. Guests are to be accompanied by a resident when using the gym. Equipment in the facilities is for residents to use. We have flutter boards and noodles for your enjoyment, or you may bring your own pool toys. Please return the boards and noodles to their place.

The sauna is designed for dry heat only. You may spread water on yourself or the sauna seats, but do not apply water directly to the heating element or rocks. If the sauna does not heat, try pressing the heater reset button (located at the front lower portion of the heater), then pressing the exterior green button again.

The pool and gym locker rooms are for your convenience when using these facilities. Anything left overnight will be removed, including locks on lockers. Please contact the office if you forget anything in the change rooms.

The Gym, Pool and Sauna are open:

Monday 6 a.m. to 11 a.m.	Tuesday 6 a.m. to 10 a.m.	Wednesday 6 a.m. to 11 a.m.	Thursday 6 a.m. to 11 a.m.	Friday 6 a.m. to 11 a.m.	Saturday & Sunday
C L O S E D 11 a.m. to noon	S E D 10 a.m. to 12:30 pm	F O R C L E A N I N G 11 a.m. to noon	C L E A N I N G 11 a.m. to noon	C L E A N I N G 11 a.m. to noon	6 a.m. to 12 midnight
12 noon to 12 midnight	12:30 p.m. to 12 midnight	12 noon to 12 midnight	12 noon to 12 midnight	12 noon to 12 midnight	

Safety in the Facilities

The recreation facilities are not directly supervised: there is no lifeguard at the pool at any time. Children under 12 using the facilities must be accompanied by an adult. The corporation is not responsible for any accidents or health conditions resulting from your use of the fitness facilities. There is an emergency phone in the pool area which connects you to 911. It cannot be used for local calls.

To keep the recreation facilities safe and healthy for everyone:

- **Don't take anything breakable, such as glass bottles, into any of the facilities.**
- **Don't take any food or beverages, other than water, into the facilities.**
- **In the gym, please wear a shirt, shoes, and proper gym attire.**
- **Wipe the equipment after use with the wet wipes, provided.**
- **Shower before entering the pool.**
- **Swim with a partner when it's possible.**

Bike Rooms

We have two storage rooms for your bicycles. The bike spots are for residents only. All bikes must be registered at the office. The bike spots are for residents only.

For security please double lock your bikes if possible and do not let strangers into the bike rooms or basement if they do not have their fob.

Your guests can lock their bikes to the bike racks near the back entrance. Bicycles locked to a fence or anywhere other than a bike spot or visitor racks will be removed.

We do not allow bicycles to be brought through the front entrance. Please use the bike room entrance, garage, or the back entrance. There is a bike rack at the front entrance for food delivery only.

Party Room

Our Party Room on 1B is used for information meetings, movies, and social events. You can rent the room for a private party. When it is not reserved, you can wander in to have a game of pool or play the piano. You can reserve the party room through Condo Control Center. Please see our [Rules](#) for more information.

Back Patio

You can access the patio from the swimming pool area, from the Party Room, as well as through the locked gate near the back door, accessible by security to unlock the gate. This access is only used when the party room is in use and you'd like to use the BBQ.

You'll find picnic tables and barbecues which can be reserved through Condo Control Center. Please be sure to clean up after your use.

Library

Our library is open 24/7. It's there for all of us to read, work, study, or chat quietly with neighbours. Although we don't expect silence, we ask you to keep conversations to low volume in the library.

Copies of the minutes of Board meetings and other condo documents are available in the library for your perusal. Please do not remove these documents; rather, ask the Office to make you a copy.

Borrowing books operates on an honour system, and we ask you to take books back when you are finished reading them. If you have books you'd like to donate, please donate them to the Toronto Libraries as our shelves are overflowing.

Hobby Room

We have a hobby room on the 3B level for your messier, noisier jobs. It's a plain room with concrete walls. The sum total of its contents are: a workbench, a vice grip, an electrical outlet, a garbage pail, a broom, and a dustbin. You bring everything else, including your tools. Because it's on 3B, you can drill, hammer and generally make noise with power tools at all hours without disturbing any residents.

Unfortunately, we cannot allow spray painting or anything that creates fumes, because we do not have heavy-duty ventilation in the room.

The room is available on a first-come, first-served basis. Please go to the office to pick up the key. You may be put on a waiting list if someone else is using the room. The office will ask you about how long you intend to use the room, in case someone else asks for access. We ask you to limit your projects to one week at a time to give others an opportunity to use the room.

We ask you to sweep the room when you're done, and return the key to the office. If the office is closed, you can put the key through the mail slot beside the office door.

ANIMALS

Pets

We are a pet-friendly building. Please register your pet(s) on CCC. This is especially useful in case of an emergency.

Pets must be on a leash or carried when in the common areas. Even if your pet is very well trained, your neighbours don't necessarily know that, and there may be some unpredictable situations. Also, please don't let your pet run free in the corridors, and never take them into the library, Meeting Room, gym, or laundry room. Your neighbours may not say anything to you, but the Office does get complaints from residents about pets in these shared spaces.

Pets should not urinate or defecate anywhere on the property. Please take them to the parkette next door or to the dog park in Allan Gardens. If your dog has an accident in the common areas, please clean it up right away.

All pet waste which is disposed of on the property should be deposited in the green bin for organic material.

We understand that pet owners love their pets, and even responsible pet owners can have pets that disturb neighbours. The most common complaint is barking or whining dogs, usually when the owner is out. There are also complaints of noise from dogs with unclipped nails running on bare floors.

If you are contacted by the Property Manager about your pet, please do what you can to address the problem. Talk to other pet owners, who may also have suggestions for you.

After consultation with owners and careful consideration by the Board, a rule was passed that obliges the owner to remove the pet from the building in extreme circumstances. This rule had support among owners, including many pet owners. It can only be applied when all other efforts to address the problem have failed.

Please see [Rules](#) for more information.

Undomesticated Animals

Please don't feed the squirrels or pigeons on our property, or in the parkette next door, as prohibited by Toronto Bylaw. They can become aggressive with residents and create unsightly messes. Pigeons 'move in' to a balcony when residents feed them or when a balcony is entirely unused or when residents are on vacation.

A balcony that becomes a pigeon haven also affects neighbouring balconies with the spill-over. If you notice pigeons gathering or nesting on any balcony, please report it to the Office right away.

Many balconies now have netting to keep the pigeons out. These need to be professionally installed, and the office should be informed that you are putting up a net. Some residents have found the “spikes” on the balcony railings effective in keeping pigeons away.

Pest Infestation

Like many downtown buildings, we have had some infestations. The Office is diligent in keeping the situation under control, but everyone needs to be vigilant to keep bugs at bay. Report all incidents and ask for free pest treatment before things become unmanageable.

If you spot a cockroach, ant or other insect in your unit, please contact the office right away. It is extremely important to limit the spread of these bugs. You will not be charged for spraying, and with recent improvements in pest control, you won't have to empty your closets either.

Bed bugs are a significant concern. They can get into your unit from something you bring in, or from another unit through the pipes or electrical wires. They thrive in very clean homes as well as less clean and tidy ones. It is unfortunate that there is a stigma about having bed bugs because it makes people reluctant to report an infestation, and the bugs are extremely persistent pests that spread quickly. Please report bed bugs right away, and follow the instructions from our pest control specialists. Your neighbours will thank you!

RENTAL UNITS

If you decide to rent your unit, you should have no trouble finding tenants and setting a good rental rate. You may wish to speak with other owners who rent here for tips and tricks on finding good, reliable tenants. If you're a first-time landlord, we suggest you do some research on the legal rights and responsibilities of landlords and tenants. One useful resource is www.landlordselfhelp.com

From the Condo Corporation's perspective, dealing with rented units is slightly more complicated than dealing with owner-occupied units. You will need to make sure your tenants are known to the Office. We require all tenancies to be in writing, and the Office must have a copy of the lease. Your tenants must register with the Office. You must refer your tenants to a copy of the Condo's Declaration, Bylaws, Rules, and Welcome Book. Please keep in mind that our bylaws only allow units to be used as single-family residences. Our rules require the initial lease to be at least 12 months. Any type of AirBnB short-term rental is prohibited.

If you rent your unit, you are still responsible for payment of the maintenance fees, and you are responsible for any damage your tenants may cause. The Property Manager will try to deal with noisy tenants directly, but if these efforts don't work, you will be contacted. Fortunately, these situations are rare, but in extreme situations you may be forced to evict your tenants. This process is time-consuming and expensive for landlords, and is one of the risks of renting your unit. All legal fees associated with an eviction are the responsibility of the owner. Please see [Rules](#) for more information.

GUEST SUITE

An air-conditioned guest suite on the ground floor accommodating up to four people is now available for short term rentals. See CCC for images. Contact the Office for information, reservations, and payments. Reservations and payments can be made through CCC or directly with the office.

GETTING INVOLVED

Living at 40 Homewood has many advantages: the great real estate value, large rooms, lovely grounds and amenities, and a quiet building. If you'd like to get involved in the life of the building, you might find joining a committee is a good way to start.

The Social Committee

Our Social Committee organizes events throughout the year, including a Yard Sale, a summer BBQ, a Holiday Dinner, the Library, and other opportunities for neighbours to get together. If you would like to join the committee or volunteer to help out at an event, please contact social40h@gmail.com

The Green Committee

The Green Committee was the driving force behind our indoor recycling room. It promotes sustainable living and mindfulness of our waste. If you are interested in green issues and have time to help, contact 40hgreencommittee@gmail.com

The Gardening Committee

The Gardening Committee has a small executive committee and a larger work crew, which gets out on alternate weekends for an hour to plant, tend, and manage our gardens. All residents are welcome. Email 40hgardens@gmail.com to join the group.

The Governing Documents Committee

The Governing Documents Committee is a standing committee of the Board of Directors with the mandate to review our bylaws, rules, and the Welcome Book to make sure everything is up to date. If you enjoy policy development, or want to learn how condominiums are governed, please contact the committee at gdc.40homewood@gmail.com

The Newsletter

The 40 Homewood monthly newsletter is our community newsletter managed by volunteers. New members are welcome! You can also be a contributor: send articles, stories, illustrations, recipes, reviews, etc. If you would like to get involved, contact 40homewood-news@gmail.com

The Facebook Group

40 Homewood has a [Facebook group](https://www.facebook.com/groups/492009294205804) open to residents to exchange ideas, information or things. Apply to join at: <https://www.facebook.com/groups/492009294205804>

The Board of Directors

The five-member Board of Directors meets monthly to decide on our budget, how our maintenance fees are spent, and how the corporation is managed. The Board provides direction to the Property Manager and keeps residents informed.

Elections to the Board of Directors are held once a year, and everyone is welcome to run. If elected, you would have the support of your fellow directors, outside experts, and the Property Manager. Between board meetings, you would be expected to keep an eye on Board issues to help prepare for decisions. Communicating with your neighbours and bringing their issues forward is an important role for each director. You can speak to the current or former directors for more information. Contact board40h@gmail.com if you wish to speak to a board member.



Resources and Links

[The Condominium Act](#)

[Section 98 of the Condominium Act](#)

[Standard Unit Bylaw](#)

[40 Homewood Rules](#)

[ICC - Our Property Management Company](#)

[40 Homewood website](#)

[Finances and fees](#)

[Oasis clothing bin](#)

[Waste Wizard](#)

[Help for landlords](#)

Email Addresses

Management office: 40homewood@iccpropertymanagement.com

Board of Directors: board40h@gmail.com

Social Committee : social40h@gmail.com

Green Committee : 40hgreencommittee@gmail.com

Gardening Committee: 40hgardens@gmail.com

Governing Documents Committee: gdc.40homewood@gmail.com

40homewood newsletter: 40homewoodnews@gmail.com

Other Links

[Toronto Condo News](#)

[Renting and housing](#)

[Residential Tenancies Act](#)

[Landlord and Tenant Board](#)

[Church Wellesley Village BIA](#)

[Cabbagetown BIA](#)

[Cabbagetown Neighbourhood Review](#)

[Allan Gardens](#)

[Toronto Public Library](#)

• 40 Homewood is close to the St. Jamestown & Parliament branches