

METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 875

THE KINGSWAY ON-THE-PARK

CONDOMINIUM RULES

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Amended: October 6, 2017 (Smoking)

Amended: October 6, 2017 (Workshop)

Condominium Rules

THE KINGSWAY ON-THE-PARK

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CONDOMINIUM RULES

1. PROPANE AND NATURAL GAS TANKS

Propane and gas tanks prohibited

- a) No tank with, or vehicle powered by, propane or natural gas may be stored or placed on any part of the common elements or within a unit.

2. SECURITY

Duplicate key

- a) The name of every person holding a duplicate key to a unit must be registered with our Condominium Manager.

Access doors

- b) Building access doors may not be left unlocked or wedged open except under the supervision of our Security Officers or maintenance personnel.

Access Card/Fob

- c) "Access Card" refers to either the card or the fob that is used to gain access to the buildings. The card or fob is valid only when used by the person to whom it was issued.
- d) Except as provided in (e), a person who is not a resident of KOTP is not entitled to have an Access Card.

Temporary use cards

- e) Our Condominium Manager may issue a temporary use Access Card to a non-resident in the following cases:
 - i) To guests registered in the guest suite;
 - ii) To visitors temporarily staying with a resident;
 - iii) Where our Condominium Manager feels there is a compelling reason and justification to issue the card.
- f) The Condominium Manager may withdraw a temporary use Access Card at any time.

Alternative locks

- g) Additional or alternative locks may not be placed on the access doors to any unit except with the written approval of our Condominium Manager.

Resident's name provided

- h) Each owner must supply to the Condominium Manager the name of every resident or tenant in that owner's dwelling units, the name of every user of that owner's locker units, and the license number of every vehicle parked in that owner's parking units.

Using facilities

- i) A person who is not registered as a resident of KOTP is not entitled to the use or benefit of the facilities or common elements of KOTP beyond that available to a visitor. A person to whom a temporary use Access Card has been issued under (e) i) or ii) is entitled to the use or benefit of the facilities or common elements as if that person were a registered resident.

2a. VIOLENCE AND HARASSMENT PROHIBITED

The Declaration provides that every unit owner must comply with the Rules and is responsible for compliance by all residents in and visitors to the dwelling unit. Compliance may be enforced by court order. The Declaration also provides that any costs, including legal fees, incurred in enforcing a rule are the joint responsibility of the person committing the breach and the owner permitting the occupancy of the unit. (See Paragraphs 6 (h), (j) and (k) of the Declaration.)

Violence and Harassment Prohibited

1. Workplace violence towards or workplace harassment of any worker is prohibited. All owners, residents, guests and visitors are expected to uphold the Policy against Workplace and Workplace Harassment established by MTCC 875 in September 2010.

Definitions

2. "Worker" means someone in a workplace.

"Workplace" means the land and premises of MTCC 875 in any location, including privately owned units, where work is performed or services are provided by workers on behalf of, or at the request of MTCC 875.

"Workplace harassment" means engaging in a course of vexatious comment or conduct against a worker that is known or ought reasonably to be known to be unwelcome. The comment may be oral, written, or electronic (email).

"Workplace violence" means:

- (a) the exercise of physical force against a worker that causes or could cause physical injury to the worker,
- (b) an attempt to exercise physical force against a worker that could cause physical injury to the worker, or
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker that could cause physical injury to the worker.

"Vexatious comment" includes remarks that demean, ridicule, or intimidate.

3. MOTOR VEHICLE CONTROL**Speed limit**

- a) The speed limit for vehicles on the common elements is ten kilometres per hour.

Parking

- b) Parking is not permitted on any part of the common elements except in designated parking areas.
- c) A vehicle may be parked in a parking space only if the owner of the vehicle is entitled to use that space or has permission to park there from the person entitled to use that space.

Car washing

- d) Car washing is not permitted except in the Car Wash Bay located in the northwestern portion of Parking Level A.

Vehicle size limit

- e) No motor vehicle that exceeds 188 cm (or 6'2") in height may be driven into any part of the underground parking facilities. In calculating the height, any attachments to the vehicle such as roof racks (and articles on racks) must be included. Any damage caused to any part of the common elements because a vehicle's height exceeds 188 cm is the liability of the driver or owner of the vehicle.

Commercial vehicles prohibited

- f) No motor vehicle that is licensed as a commercial vehicle may be parked in the residents' parking areas.

Vehicle repairs prohibited

- g) Repairs to vehicles are not permitted within the common elements except for emergency repairs.

Damage by vehicle

- h) No motor vehicle may be left within the common elements if it is causing damage or is a potential hazard while parked.

Areas for parking or driving

- i) Motor vehicles may not be driven on any part of the common elements other than a driveway or parking area.

Visitor parking

- j) Occasional visitors may park in the visitors' parking area. Excessive use of this privilege will result in the privilege being withdrawn.
- k) Residents are prohibited from parking vehicles in the visitors' parking area.

4. BICYCLE CONTROL

- a) Bicycles are not permitted on elevators or within dwelling units.
- b) Bicycles may be stored only in designated areas within the underground parking area.

5. SAFETY**Objects on sills, etc.**

- a) Objects may not be placed on the outside of windowsills, balconies, or projections.

Running water

- b) Water may not be left running except as reasonably required for normal domestic use.

Throwing objects

- c) No one may throw anything from any portion of the property. (*Note: Throwing anything from a balcony is potentially dangerous. Flicking ashes from a balcony is a potential fire hazard.*)

Overloading electrical circuits

- d) Every resident is prohibited from doing anything or permitting anything to be done within that resident's unit that may overload existing electrical circuits. A resident who contravenes this prohibition is liable for all damages that may result from the contravention.

Storing explosives, toxic material, etc. prohibited

- e) No combustible, explosive, toxic, or poisonous material may be stored in lockers or in the suites. This does not prohibit the storage of small amounts of commonly used domestic products that are stored so as not to present a danger to other residents.

Barbecues, etc. prohibited

- f) No barbecue, hibachi, or open-flame cooking device, including, without limitation, any portable charcoal, briquette, electric or propane barbecue shall be permitted or used in any unit or on any exclusive common element area provided that:
 1. The use of a fondue is permitted;
 2. The use of natural gas interior ranges and ovens are permitted in units serviced by natural gas provided that the installation and operation of such ranges and ovens receive prior approval from the Corporation; and
 3. Units 1, 2, 3 and 4, Level 24 and Units 5 and 10, Level 23 (each of which has the exclusive use of a rooftop terrace) shall be permitted the use of a natural gas barbecue subject to the unit owner of such unit who is requesting the use of such barbecue on his/her rooftop terrace entering into an alteration agreement under Section 98 of the *Condominium Act, 1998* or similar agreement with the Corporation in accordance with the Act and in form and substance acceptable to the Board.

6. GARBAGE DISPOSAL**NOTE TO RESIDENTS:**

Please look at the signs posted in the Moving Rooms with the garbage containers. Use the designated containers for the items posted.

Garbage in designated areas

- a) Depositing or leaving garbage, waste material, or other trash anywhere within the common elements except in areas or containers specifically designated for that purpose is prohibited. Garbage that may be expected to attract vermin **must** be deposited in the garbage chutes.

Hazardous material

- b) Depositing or leaving hazardous material anywhere within the common elements is prohibited.

Non-recyclable garbage

- c) **NON-RECYCLABLE GARBAGE:**
- i) All non-recyclable garbage must be put down a chute and must be properly bound, packaged or bagged to prevent mess, odours, or disintegration during its fall down the chute.
 - ii) Garbage chutes may not be used between 10:00 p.m. and 7.30 a.m. However, this prohibition does not apply to the garbage disposal chutes located on the main floors.

Recyclable articles

- d) **RECYCLABLE ARTICLES:**
- i) Recyclable articles must be deposited in the recycling bins in the moving room and must not be put down the chutes.

Large objects

- e) **LARGE OBJECTS OR CARTONS:**
- i) Crates, large objects, furniture, and equipment wrappings that will be picked up by the municipality may be placed in a Moving Room if you coordinate the placing and timing with our Condominium Manager.
 - ii) Cartons should be flattened and taken to a Moving Room.
 - iii) Residents are responsible for arranging for the pick up or disposal of anything that is not picked up by the municipality.

Garbage in toilet prohibited

- f) Throwing anything into a **toilet** that might block up the system is prohibited. Household garbage, rubbish, or rags must not be thrown into a toilet.

7. ELEVATORS**NOTE TO RESIDENTS:**

Each tower has three passenger elevators. One elevator in each tower is designated as the Moving elevator. Our Condominium Manager allocates the availability of the Moving elevator. The cleaning staff needs to use an elevator from time to time to move cleaning equipment.

Moving elevator

- a) Only the Moving elevator may be used to carry furniture, heavy equipment, construction supplies, or for major deliveries as determined by the Condominium Manager.

Reservation

- b) The Moving elevator may be reserved for the exclusive use of a resident through the Management Office for a maximum period of 4.5 hours. Moves should be conducted as expeditiously as possible, but, at the discretion of our Condominium Manager, the reservation times may be extended. A damage deposit of \$250 is required for use of the Moving elevator. The fee for use is \$50. Times of availability:

Mon., Tues., Wed. & Fri.	-	8:00 a.m. to 5:00 p.m.
Thurs.	-	8.00 a.m. to 8:00 p.m. West Tower 8:00 a.m. to 5:00 p.m. East Tower
Saturdays	-	9:00 a.m. to 1:00 p.m.

Sundays & Holidays - Not available

Damage to elevators

- c) The full cost of repairs for damage caused to the common elements of our Condominium resulting from the use of the moving elevator will be applied to the deposit for damages. If the cost exceeds the deposit, the unit owner must immediately pay to our Condominium the excess amount for the full cost of repairs. If payment is not made immediately, our Condominium may collect this amount in the same manner as common expenses in arrears.

Responsibility for damage

- d) The person who booked the elevator is responsible for notifying our Management Office or the officer at the Security Desk of the completion of the delivery or use and to ask for a re-inspection of the common areas. Any damage noted during the re-inspection that was not noted on the initial inspections is the responsibility of the person who booked the elevator.

Dishonoured cheques

- e) Any costs incurred as a result of any deposit cheque or payment for the reservation of the moving elevator or any payment for damages being dishonoured are payable upon demand of our Condominium Manager together with an administrative fee of \$25. The costs are the joint and several responsibilities of the owner and the resident and if not paid will be collected in the same manner as common expenses in arrears.

East Tower-specific instructions

- f) A resident in the East Tower who reserves a Moving elevator will be supplied with a list of specific instructions for the use of the East Tower moving lay-by. These instructions must be complied with.

Use of Loading Dock

- g) The Loading Dock facilities may be used only as permitted by our Condominium Manager.

8. FALSE FIRE ALARMS

Residents responsible for false activations

If the City of Toronto imposes a charge on our Corporation for a false fire alarm, an amount equal to that charge will be assessed to the resident who was responsible for the false fire alarm. If the person responsible was a guest of a resident, the resident is responsible. If the resident is not an owner, the unit owner is responsible for the cost.

False fire alarms include alarms caused by pulling a fire alarm without reasonable cause, or by the activation of a fire alarm through negligence, interference or modification of the equipment in the building, such as controllers, detectors, and sprinklers.

9. WHEELCHAIR

Our Condominium's wheelchair is available from Security for the use of residents and their guests for emergency use within the complex.

10. APPEARANCE

Awnings, reflective coating prohibited

- a) No awnings or reflective coatings may be installed over the outside or inside of the windows or balconies. The appearance of all shades or other window coverings as viewed from the outside of the building must be white or off-white.

Posting signs, etc. prohibited

- b) Signs, advertisements, or notices are prohibited on any part of the building and in the common elements without the prior consent of the Board of Directors.

Satellite dishes, aeriels, etc. prohibited

- c) No antenna, aerial, satellite dish, tower or other similar structure may be erected on or fastened to any part of a unit or exclusive use common element.

11. QUIET ENJOYMENT

Unreasonable noise or disturbance prohibited

- a) No person may create or permit or continue a noise or nuisance that unreasonably disturbs others within our Condominium. Our Board of Directors may determine what constitutes an unreasonable disturbance or noise in the particular circumstances.

Repairs, installations and quiet enjoyment

- b) Any repairs, installations, or maintenance work that might reasonably be expected to have a detrimental effect on any other resident's entitlement to quiet enjoyment may be undertaken only with the written permission of our Condominium Manager.

Commercial use prohibited

- c) Use of a commercial or business nature or auction sales, private showings, or public events are not allowed within the common elements without the prior written approval of the Board of Directors.

Shaking mops, etc. prohibited

- d) Shaking or beating mops, brooms, dusters, rugs or bedding from a window or door or anywhere within the common elements is prohibited. *(Note: This prohibition extends to exclusive use common elements and stairwells that are part of the common elements.)*

Seasonal furniture, flower pots permitted on balconies

- e) Only seasonal furniture and flowerpots are allowed on balconies and patios. Nothing is to extend beyond the limits of a balcony or patio. Balconies and patios are not be used for storage.

Resident responsibility for escaping water

- f) Residents are responsible for avoiding any activity that causes water to flow or drip from their balconies. *(Note: This requires residents to be careful when washing their balconies or watering plants on balconies.)*

Hanging clothes, etc. on balconies prohibited

- g) Clothes, bedding, rugs, and similar material are not permitted to be hung out on balconies and patios.

12. APPROVAL OF SALES AND LEASES

Agreements to sell or lease required

- a) An owner selling or leasing a unit is required to deliver to the Board of Directors a copy of the proposed Agreement of Purchase and Sale or Agreement to Lease and such other documentation as may be reasonably requested by the Board.

Board approval of agreement

- b) The Board may, within 10 business days after the date of receipt of the documents, notify the owner in writing as to its approval or rejection of the proposed sale or lease.

Board approval by default

- c) If the Board does not give written notification within 10 days after the required documentation has been submitted that a sale or lease has been rejected, the sale or lease is approved.

Administration fee re: leases

- d) An owner who is leasing must submit an administration fee of \$100 with each application for approval.

13. GENERAL

If an owner, a resident, or a guest of a resident contravenes any Rule and, as a result of the contravention, a loss, costs or damages are directly or indirectly incurred by our Condominium, the owner or resident, as the case may be, is liable to reimburse our Condominium in the amount of the loss, costs, or damages. The amount may be recovered in the same manner as common expenses.

Fire route to be clear

- a) Vehicles may not be left unattended in any part of a fire route.

Deliveries to suites

- b) No person making a delivery is permitted to go to a suite unless a resident accompanies that person. This prohibition does not apply to 'approved' morning newspaper deliveries.

Trade access to suites permitted

- c) Trades people may go to a suite without being accompanied by a resident by prior arrangement with either the officer at the Security Desk or our Condominium Manager or by permission of the resident of the suite at the time the tradesperson arrives.

Suite door knockers

- d) A suite doorbell or knocker may be installed or removed only with the written approval of our Condominium Manager. (*Note: That the suite entrance door is a common element, but the unit owner is responsible for maintaining its inside surface.*)

Smoking

- e) Smoking is prohibited in all common elements except as herein provided.

Substantial repairs or installations

- f) A substantial repair or installation to a unit or a common element may be undertaken only with the written permission of our Condominium Manager. The cost of any corrective work required because of improper repairs or installations that were not authorized by our Condominium Manager is the responsibility of the unit owner.

14. DELIVERIES**Parcels at Security Desk**

- a) Subject to a waiver being signed, items such as envelopes or small parcels or articles may be left at the Security Desk by a resident to be picked up by a non-resident.

Waiver

- b) Residents may authorize (by signing the appropriate waiver) our security officers to accept small parcels or envelopes delivered by couriers, delivery personnel or non-residents for them.

Registered mail

- c) Residents may authorize our security officers to accept registered mail on their behalf by signing the appropriate authorization form.

Note: These services are provided as a convenience to residents. They are available only to those residents who have indicated that they want to avail themselves of the service knowing that anything left by or for them is left entirely at their risk. Our officers may refuse to allow any item to be left if they feel that it is not safe to do so or that leaving the item might be or create a nuisance.

15. RECREATION FACILITIES**General Information**

Our Board of Directors has created committees to organize various group activities for the benefit and enjoyment of our residents. When these group activities require use of common elements, they may be given priority over individual residents wanting to use the same common elements. Times and location of organized group activities will be posted or listed in our Kingsway Chronicle newsletter.

Booking Guidelines

The following guidelines apply to the booking and use of facilities that are required to be booked:

1. Resident Groups (those groups composed entirely of residents that meet on a regular basis, be it daily, weekly, monthly, quarterly or annually) may have a permanent booking for the relevant

time slot. To qualify for this category, the group must be open to all residents. There is no charge for these bookings. If there is any doubt as to what constitutes a "group" in the particular situation, the Board may determine the matter.

2. Individual residents or Resident Groups that do not meet on a regular basis may book space up to one year in advance. Booking will be made on a first-come first-served basis. A \$50 deposit is required to book. If the booking is one for which there is a fee, the deposit will be applied to the fee. If the booking is not one for which there is a fee, the deposit will be returned if the space booked is used. If the booking is cancelled with less than one month's notice, the deposit is forfeited unless there are extenuating circumstances.
3. Individual residents or Resident Groups that do not meet on a regular basis may make separate arrangements with a Resident Group that has a permanent time booking for that time slot.
4. The Board of Directors has the right to override any booking. This right, however, is limited to special events that the Board considers of significant importance to our condominium community.
5. Booking should be made at our Condominium Office or Security Desk.
6. In any dispute, the Board's decision is final.

Facilities available for Booking

The following facilities are available for booking:

1. Swimming pool: By a residents' group only.
2. Tennis courts: No deposit required.
3. Aberfoyle Room: By a residents' group only.
4. Billiards Room: No deposit required.
5. The Kingsway Suite, Montgomery Lounge, South Garden (when outdoor furniture is placed on the patio).
6. The Guest Suite.
7. South Garden Barbecue(s): – No deposit required.

Age categories

Under the rules for use of the Recreation facilities, the following definitions apply to adults, youths, and children:

Adults	- 18 years of age and over
Youths	- 12 years to under 18 years of age
Children	- under 12 years of age

All recreation facilities are provided for the use and enjoyment of residents. These facilities are the Swimming Pool Area (the Swimming Pool itself, the Hot Tub, and the Whirlpool), Sauna, Exercise Room, Billiards Room, Library, Kingsway Suite, Montgomery Lounge, Aberfoyle Room (formerly known as the Craft room), South Garden, Workshop, Trellis Walkway (2nd floor Patio Deck) and Tennis Courts.

Rules Common to all Recreation Facilities and Common Elements

Restricted use by guests

- a) Subject to b), guests may use all facilities except the Exercise Room and the Workshop. The Exercise Room is restricted to adults who have a valid Access Card or a temporary use card.

Adult with Access Card to accompany guest

- b) An adult resident with a valid Access Card must accompany his or her guest within the common elements at all times and is responsible for the guest's deportment. A guest who is leaving the property need not be accompanied, but the resident remains responsible for the actions of the departing guests until he or she leaves.

Use of radios, etc.

- c) The use of radios or tape or disc players is not permitted in any of the common elements unless the radio or player is audible only to someone equipped with earphones. The intent of this Rule is that other residents not be subjected to unwanted noise. This prohibition does not apply where the use or the radio or player is in conjunction with a booked or approved use of a common element and has been approved by our Condominium Manager.

No open food containers in common areas

- d) Residents are not permitted to carry any open containers of food and beverages in the residents' hallways, elevators and the lobbies, hallways and corridors on the Ground Floor. This rule does not apply to condominium sponsored or sanctioned events. (*Note: Rules governing the consumption of food and beverages in the recreational facilities are listed under the appropriate facility.*)

Appropriate clothing in elevators, etc.

- e) Everyone, while in the elevators, lobbies, corridors, or hallways, is required to wear appropriate clothing. For this purpose, wearing only a bathing suit, or a bathing suit and bathrobe is not appropriate. Bare torsos or bare feet are, also, not appropriate.

Appropriate clothing in pool, exercise room

- f) Everyone using the Swimming Pool, Jacuzzi, Whirlpool, Sauna, or Exercise Room is required to wear clothing appropriate to the facility while in the facility. In determining what may be appropriate, sanitation is a factor.

Suspension of Right to Use Facilities

The Board of Directors may suspend the right of any resident to use any recreational facility if the resident persists in the breach of any of the rules or misuses the facility. The suspension may last until the resident is able to provide reasonable assurance that the breach or misuse will not continue. A reasonable assurance may include making a deposit against possible damages or costs. The Board will take into consideration such factors as safety, the convenience and comfort of other residents, and the maintenance of property values.

Swimming Pool Area

Activities around swimming pools are governed by Provincial and municipal laws regulating health and safety concerns. Everyone is subject to those laws. In addition to those laws, our condominium is governed by the following rules. Some of these rules may overlap with public laws.

Hours of use

- a) Swimming Pool hours (except cleaning day)
- | | |
|-----------------------------|--|
| - Adults | 5:30 a.m. to 1:00 a.m. daily |
| - Youths | 5:30 a.m. to 8:30 p.m. daily |
| - Children | NOON to 6:00 p.m. daily |
| Cleaning day - open for use | 5:30 a.m. to 7:45 a.m. – after cleaning to 1:00 a.m.
(Locker room to be emptied by 8:00 a.m.) |

Children and youths are not allowed in the Swimming Pool Area unless accompanied by an adult with a valid Access Card.

Exception - When adult accompaniment not required

Despite the foregoing provisions of this clause a), a youth who

- i. is 16 years of age or older,
- ii. is a resident at KOTP, and
- iii. holds a valid Access Card

is allowed in the Swimming Pool Area without an accompanying adult and may remain in the area until the 1 a.m. closing.

Showers, etc.

- b) A cleansing shower must be taken immediately before entering any of the pools in the swimming pool area and after using the washroom. Suntan lotion or sunscreen must be removed during the cleansing shower. Hair colouring is not allowed in the basins or showers.

Covering benches

- c) Benches must be covered with a towel during use.

Diapers, etc. prohibited in pool

- d) Anyone who is wearing a diaper and children who are not toilet-trained are prohibited from entering any of the pools.

Diving prohibited

- e) Diving or jumping into the pool or running and pushing on the pool deck is prohibited.

Use of snorkels, etc. prohibited

- f) The use of swim fins, snorkels, inflated toys or other articles that may be expected to interfere with general enjoyment of the pool and surrounding pool area by others are not allowed in any of the pools. This prohibition does not apply to the use of articles during condominium-sanctioned classes.

Safety concerns - hair length; children in hot tub

- g) For safety reasons;
 - a. Everyone with shoulder length hair or longer is required to wear bathing caps in any of the pools.
 - b. Children are not permitted in the whirlpool or hot tub.

Non-glass containers permitted in pool area

- h) Beverages in non-glass containers may be taken into the swimming pool area, but food is not allowed in the area.

Children in changing areas

- i) Children six years of age and younger are allowed to be changed in the change rooms of the opposite gender.

Footwear at swimming pool

- j) Footwear, such as swimming shoes or thongs that are reserved for exclusive use in the pool area, is permitted on the pool deck. Other footwear is not permitted. This prohibition does not apply to staff or contractors.

Sauna**Sauna hours**

- a) The Sauna is open during the same hours as the Swimming Pool Area.

No children in sauna: youths restricted permission

- b) Children are not permitted in the Sauna. Youths are permitted in the Sauna only while accompanied by an adult with a valid Access Card.

Shower required

- c) A cleansing shower must be taken before entering the Sauna to ensure that all soap, shampoo, oils, and lotions are removed from the body.

Benches to be covered

- d) Benches must be covered with a towel before sitting or lying down.

Restricted permission for beverages - food prohibited

- e) Non-alcoholic beverages in non-glass containers are permitted. Consumption of food is not allowed.

Tennis Courts

- a) Our Board of Directors will, annually, set the dates of the spring opening and the fall closing of the tennis courts.

Reservations

- b) Court reservations by a resident with a valid Access Card may be made at the Security Desk in person or by calling (416) 234-2256.
- c) Courts are booked on a first-come basis.
- d) Bookings must start on the hour.
- e) Reservations may be made up to five full days in advance of use.
- f) The court gate key may be obtained at the Security Desk in exchange for a valid Access Card or fob. The card or fob will be returned when the key is returned.
- g) A resident who is unable to use a reservation should call to cancel the reservation so that someone else may use the court. Reservations will be held for 15 minutes.
- h) A court may be reserved for only two hours, but play may continue after two hours if no other players claim the court. Two residents booking to play on the same court at the same time may not book for four hours.
- i) The person who made the reservation must be present at the court, either as a player or as a spectator, for the full period of the use of the court for that reservation.

Court hours

- j) Court hours are from daybreak until dark.

Attire

- k) Appropriate tennis attire on the courts is required at all times. An uncovered torso does not constitute appropriate attire.
- l) Wearing proper (purpose designed) tennis shoes while playing is mandatory.

Glass containers prohibited

- m) Glass containers are not allowed within the fenced-in area of the tennis courts.

Smoking prohibited

- n) Smoking within the fenced-in area of the tennis courts is prohibited. Smoking outside of the fenced-in area of the tennis courts and north of Aberfoyle Crescent is permitted.

Tennis balls

- o) When both courts are in use, no more than four balls may be used on either court.

Tournaments

- p) With the prior approval of the Board, these rules may be suspended or modified to accommodate special events such as tournaments.

Rule interpretation

- q) In the event of any ambiguity or uncertainty in respect of the application of these Rules, the decision of our condominium manager will be the final resolution.

The Aberfoyle Room (The Craft Room)**Use of craft equipment**

- a) No one is entitled to use any of the craft equipment in the Aberfoyle Room without the express permission of the Craft Group. (Contact our Management Office for details).

Available 7 a.m. - midnight

- b) The Aberfoyle Room is available for use from 7:00 a.m. to 12:00 midnight.

Children & youth restrictions

- c) Children and youths within the room must be accompanied by an adult with a valid Access Card.

Food and beverages permitted

- d) The consumption of food and beverages is permitted in this room.

The Humber Room (Library) and Reading Nooks**Library always open**

- a) The Library is open to residents 24 hours a day.

Returned books

- b) Books being returned should be placed in the Library in the area designated for this purpose.

Donations of books

- c) Donations of only paperbacks and current magazines are welcome and should be left in the area designated for returned books.

Use of Library and Reading Nooks

- d) Laptops, tablets, cell phones, iPods, Smartphones and MP3 players may be used in the Library and Reading Nooks subject to the following conditions:
 - a. Earphones are required for any of these devices when used for listening to music or viewing videos of any kind;
 - b. No audible conversation on any of these devices is permitted.

Food and beverages prohibited

- e) Neither food nor beverages are permitted in the Library or Reading Nooks.

Billiards Room**Time of availability**

- a) The Billiards room is open from 8:00 a.m. to 12:00 midnight.

Booking

- b) The use of the Billiard Room may be booked at the Security Desk by an adult with a valid Access Card. The person booking the room is responsible for any damage to the facilities and the equipment. Billiard balls are available at the Security Desk and may be exchanged for a valid Access Card. The Card will be returned when the balls are returned. The adult who made the booking must be present at all times. Children are not allowed to use the equipment.

One hour limit

- c) The use of the room may be reserved for only one hour, but play may continue after that hour if no other players are waiting to play.

Restricted permission for beverages - food prohibited

- d) Beverages in non-glass containers are permitted. Consumption of food is not allowed.

Exercise Room**Time of availability**

- a) The Exercise Room is open from 5.30 a.m. to 12:00 midnight

Proper attire

- b) Proper exercise attire and shoes are required. Bare torsos are not permitted.

Restricted use

- c) The use of the Exercise Room is restricted to adults holding a valid Access Card.

Benches, mats, to be covered

- d) Benches and mats must be covered with a towel during use.

Restricted permission for beverages - food prohibited

- e) Non-alcoholic beverages in plastic water bottles are permitted. Consumption of food is not allowed.

The Kingsway Suite and The Montgomery Lounge

Both the Kingsway Suite and the Montgomery Lounge are open to residents 24 hours a day.

Residents may apply at our Management Office to rent either room for private parties. The resident booking the rental must be in attendance at the function.

- a) Food and beverages are not permitted in the Kingsway Suite or the Montgomery Lounge except at condominium-sponsored or sanctioned events or while either is rented for a private party.

The South Garden**Access**

- a) During the season (when the outdoor furniture is placed in the patio), access from the South Garden to the Montgomery Lounge is not available after 10 p.m.

Smoking

- b) Smoking in the South Garden is prohibited during condominium sponsored events. At other times, smoking is allowed within three (3) feet of the area marked by a "**Designated Smoking Area**" sign.

Use by guests

- c) When the South Garden is rented for a private party or function, beverages in non-breakable containers and food on paper or plastic plates may be taken into the South Garden. Exclusive use of the South Garden for a party or function will cease at 10 p.m. but guests of the party or function may continue to use the South Garden. During a party or function, no food will be prepared nor beverages dispensed in the South Garden except when the party or function is either approved or sponsored by the Board.

Barbecues

- d) Natural gas barbecues supplied by the Corporation shall be permitted for use by residents in the South Garden from May 15 to October 15 (weather permitting) in each year provided that:
 1. All dishes, glassware, cutlery and cooking utensils brought to the South Garden shall be non-breakable.
 2. All food, dishes, glassware, cutlery and utensils brought to and from the South Garden shall only be transported in one or more sealed, non-breakable containers.
 3. Each resident shall leave the barbecue and surrounding areas in a clean and tidy state after use which shall include, without limitation, ensuring the barbecue has been extinguished, properly cleaning the barbecue after use, removing all dishes, glassware, cutlery and utensils and properly disposing of all leftover food.
 4. The use of the barbecues in the South Garden is restricted to residents and their guests, when accompanied by the resident. A maximum of six (6) people shall be permitted for each barbecue.
 5. All residents who use the barbecues shall familiarize themselves with their proper and safe operation before lighting any barbecue.
 6. Each resident shall comply with such additional reasonable requirements as may be posted by the Condominium Manager from time to time regarding the use of barbecues and other amenities in the South Garden.

Booking

- e) Reservations for the barbecues shall be made at the Security desk – on a first come-first use basis.
- f) Barbecues and their use shall only be permitted between the hours of 12 noon to 1:30 PM and between the hours of 5.00 PM and 8.00 PM and at no other times. Reservations shall only be accepted for use during such times.

- g) The use of barbecues shall be limited to one (1) hour but may extend beyond such limit if no other residents require their use.
- h) The maximum time to use the South Garden for meals (including the time to barbecue meals) shall be two (2) hours.
- i) Food prepared in the South Garden may only be consumed in the South Garden or in the resident's suite.

The Trellis Walkway (the 2nd floor Patio Deck)

When access is available

- a) The Trellis Walkway is open only during daylight hours in the summer months.

Beverages, food permitted

- b) Beverages in non-breakable containers and food may be taken to the Trellis Walkway.

Smoking

- c) Smoking is allowed on the Trellis Walkway within six (6) feet of the area marked by a "Designated Smoking Area" sign.

Unreasonable noise or disturbance prohibited

- d) Any activity or noise that would unreasonably disturb the quiet enjoyment of residents of adjacent residential suites is prohibited.

The Workshop

General Rules

- a) The primary responsibility for the administration of the Workshop rests with the Workshop committee ("Committee") who shall report to the Board of Directors ("Board"). The Board has final authority. The Workshop may also be used for any hobbies which, in the judgement of the Committee, are compatible with the design and intended use of the Workshop and its equipment and do not represent a safety hazard. Prohibited activities include (but are not limited to) automotive repairs and maintenance.
- b) A resident who wishes to use the Workshop shall sign a release and indemnity in the form prescribed by the Board. Only a resident who:
 - i. has signed the required release and indemnity form,
 - ii. is at least 18 years of age,
 - iii. has a valid Access Card,
 - iv. has signed a receipt for the required keys to the Workshop, and
 - v. has ratified and confirmed the resident's existing release and indemnity at the time of signing the receipt for the required keys to the Workshop
 shall be permitted to use the Workshop equipment
- c) The use of the Workshop is at the Authorized User's risk and peril. Authorized Users are liable for damage to the Workshop and its equipment.
- d) Guests are not permitted to use any of the Workshop equipment, but may visit the Workshop provided they are accompanied by an Authorized User at all times.
- e) Every Authorized User may bring hand tools into the Workshop for personal use.
- f) No tools in the Workshop may be removed except those tools brought in for personal use.
- g) Food, beverage (other than bottled water) and smoking are not permitted in the Workshop.
- h) The Workshop is available for use every day from 8 a.m. to 10 p.m. provided that:
 - i. The door to the Workshop shall remain closed and locked at all times,
 - ii. Noisy equipment and hammering shall not be permitted after 9 p.m., and
 - iii. The Workshop may be closed and unavailable from time to time for periodic maintenance, repairs and major clean-up.

Safety Rules

- a) Every Authorized User shall ensure that he/she has read, fully understands and is proficient in the procedures for the safe use and operation of the Workshop and all Workshop equipment.
- b) Only appropriate clothing and footwear shall be worn in the Workshop. By way of example, but without limiting the generality of the foregoing, no loose clothing, such as ties and scarves, no open toed, high heeled or sling back shoes, no bare feet or sandals shall be permitted in the Workshop. Long hair must be secured and not hang freely or loosely.
- c) Safety guards must not be removed from any machine while it is being used unless it is absolutely necessary to perform a specific task, after which they MUST be immediately replaced.
- d) Safety glasses must be worn while operating a machine. It is recommended all Authorized Users and their guests wear safety glasses when a machine is being operated.
- e) No one shall use the Workshop while intoxicated by alcohol or drugs.
- f) The use of explosive or inflammable material is prohibited.

Miscellaneous

- a) Swimming attire, wet or dry, is not permitted in the Workshop.
- b) The Workshop shall be swept and the equipment cleaned and restored to standard configuration after each use. Equipment accessories are to be returned to their designated storage areas.
- c) No more than two (2) Authorized Users may use the Workshop at any one time.
- d) Works-in-progress may be stored only in the Workshop lockers and not elsewhere in the Workshop. Other materials shall be stored elsewhere by Authorized Users. Works-in-progress shall be clearly identified with the name, suite number and telephone number of the Authorized User. Projects which, in the judgment of the Committee, are deemed not to be progressing, shall be removed from the Workshop by Authorized Users on receipt of notice to do so by the Committee. Materials or works-in-progress not removed within 10 days of notice may be stored at the Authorized User's expense or scrapped. All materials, including works-in-progress, shall periodically be removed to allow maintenance, repairs and major clean-up.
- e) An Authorized User shall, subject to availability, be allocated a locker for temporary storage of hand tools, materials, etc., by the Condominium Office for a period not exceeding 30 days provided that, if there is no waiting list for a locker, the Authorized User may continue to use until such locker is required. Only keys and locks provided by the Condominium Office shall be used to secure lockers. All Authorized Users who have been allocated lockers acknowledge that Metropolitan Toronto Condominium Corporation No. 875, its directors, agents, employees and others for whom it is in law responsible, shall not be responsible for any loss or damage to any locker contents or works-in-progress however caused.
- f) Authorized Users shall assist in periodic maintenance, repairs and major clean-up of the Workshop.
- g) Any personally owned equipment, other than handheld tools, must be approved by the Committee before it can be placed in the Workshop. Any equipment left in the Workshop without approval, shall be subject to removal and storage at the owner's expense.
- h) The cleaning of brushes or paint rollers and the handling of non-water-soluble liquids, petrochemicals is strictly prohibited. Use of spray paint is also prohibited. Only disposable brushes and rollers shall be used.
- i) Works of a commercial production or for sale nature is not to be undertaken in the Workshop.
- j) Retaining material, guides, jigs or work-in-progress, shall not be nailed, screwed on or bolted to work benches or affixed to the work bench so as to mar the work surface.
- k) The Board shall have the right to suspend the use of the Workshop and all Workshop equipment by any Authorized User who, in the opinion of the Board, has breached any of

the foregoing rules relating to the Workshop. Such suspension may be temporary or permanent as the Board, at its discretion, may determine.

- l) The Committee may recommend additional rules and/or amendments of the rules to the Board. All Authorized Users shall comply with such additional rules and/or amendments relating to the Workshop as may be promulgated by the Board from time to time.

Please Note: The Workshop is not supervised and users do so at their own risk. It is strongly recommended that all users follow standard safety procedures for their own protection and for the protection of other users.

16. RENOVATIONS and GARBURATORS

Installation and operation of garburators prohibited

- a) No one may install or operate a garburator.

When garburator to be removed

- b) The owner of a suite with a garburator must have the garburator removed at the owner's cost within 14 days after being given notice to remove.

Renovations permitted subject to conditions

- c) Renovations, which include repairs and maintenance work, are permitted in suites subject to the following conditions:
- a. If the renovations cause noise in other suites, the work must be limited to ordinary weekdays between 9 a.m. and 5 p.m. and Saturdays between 9 a.m. and 1 p.m.
 - b. The person for whom work is done has taken all reasonable steps to ensure that,
 - i. no more noise is made than is necessary to carry out the work;
 - ii. there will be no mess or clutter on, or damage to, the common element areas;
 - iii. scrap material will not be left in the common element areas.
 - c. The owner of the suite in which the work is done is liable for the cost of cleaning up or rectifying any mess left on, or damage to, the common elements.

Renovation changes controlled

- d) No changes, modifications, or replacements may be made to water or drainage piping, electrical wiring, or composition or type of flooring material that has the potential to increase noise or maintenance costs within the physical plant. This prohibition does not apply to flooring change or replacement that meets the specifications approved by your Board and is made only after written Board approval is received. Approval may be subject to conditions. Replacing broadloom with broadloom is not, in itself, a prohibited replacement.