

Our condominium is managed by: TAG Management
4 – 1080 Clay Avenue
Burlington, Ontario L7L 6C4
Tel: 905 333 5506
Fax: 905 333 0613

Our site management company is TAG Management, should you have any questions or concerns regarding your unit. Generally speaking, the maintenance of the exterior of your unit is the responsibility of the Condominium Corporation and the maintenance of the interior of your unit is your responsibility.

Please take the time to read the Condominium Rules and Regulations as well as your Declaration documents. If this material was not provided to you when you purchased your home, contact your lawyer as he/she is responsible to transfer this information to you.

So you're about to move in. Who do you call to have your utilities hooked up and the billing set up?

HYDRO: Burlington Hydro Inc.
1340 Brant Street
Burlington, ON
Mon. – Fri. 8:30 a.m. to 4:30 p.m.
905 332 1851

GAS: Union Gas
4475 Mainway
Burlington, ON
1 888 774 3111

TELEPHONE: Bell Canada
Mon. – Fri. 8:00 a.m. to 6:00 p.m.
905 310 3255

INTERNET: **905 310 7873**

TV SATELLITE: **1 888 759 3474**

MOBILITY: **1 800 667 0123**

CABLE/
INTERNET/
TELEPHONE/
MOBILITY: Cogeco Cable Solutions
950 Syscon
Burlington, ON
905 333 5522

WATER HEATER: Reliance Home Comfort
1 866 735 4262

Insurance? Am I covered?

The common elements on the Condominium Corporation are covered for fire damage, personal injury and property damage as a result of the activities of the Condominium Corporation. The buildings and units themselves are covered for replacement value and are appraised regularly for insurance purposes. Your personal belongings and furnishings are not covered by this policy and should be insured independently by you, the owner. Any upgrades to your unit beyond what the builder originally specified and installed are not covered under the Corporation's Policy. In order to ensure proper coverage on your unit and your belongings, please consult an insurance broker or agent who is familiar with Condominium Insurance.

Now you have the necessities and you're all moved in. The moving van has vacated your driveway. Where do you park your car?

Units in our complex having parking for 1 or 2 cars. **Not all units have two stalls.** Please note the Visitors' Parking is for visitors only. If you park your car in Visitors' Parking, you will be tagged and possibly towed. Additional stalls are available for rent.

All roadways within the Corporation are governed by a 10 kilometers per hour speed limit and are designated Fire Routes, subject to random enforcement patrols. The fine for parking in a designated Fire Route is substantial. The consequences of obstructing a designated Fire Route can be deadly! Please do not park in your Corporation's Fire Routes.

Note: No vehicles other than a passenger automobile, light duty van, pick up truck or motor bike may be parked on Corporation property with the exception of service vehicles which are performing a service on behalf of the Corporation. This stipulation applies to all the common elements including your "exclusive use" parking stalls.

GARBAGE DISPOSAL & RECYCLABLES

The garbage chute room is located next to the elevator on each floor. We ask that you tightly tie all garbage prior to putting it down the chute to avoid unnecessary odour and to help prevent garbage bags from splitting open upon contact with the garbage bin. Please ensure that the garbage is pushed through the chute – do not leave any garbage on the floor in the garbage chute room. Please do not put glass bottles down the garbage chute.

Recycle bins are located in the recycle room on the parking level adjacent to the elevators. All items that can be recycled should be disposed of by placing them in the appropriate recycle bin. Cardboard boxes must be broken down and tied in bundles.

ELEVATOR USE – MOVE IN OR OUT & DELIVERIES 8:00 A.M. TO 8:00 P.M. ONLY

You must reserve the elevator for move in and move out by completing the booking on-line through your corporations website. www.walkerssquare314.ca. The elevator will not be put on service unless this form has been completed. Deliveries of major appliances and furniture require the installation of the protective elevator blankets. Reservations for the elevator must be booked online.

The site has only 1 elevator and it is expected that rules of courtesy will be observed during any extended elevator use. The procedure for moving in or out is outlined in the elevator reservation form. If you have any questions, please contact TAG Management.

BUDGET

The Corporation's year end is December 31. A new budget is circulated to all owners prior to the year end. A copy of the current budget was included with the Status Certificate.

COMMON ELEMENT (MAINTENANCE) FEES

Maintenance fees are due and payable on the first of each month. Your cheques should be made payable to H.C.C. # 314 and forwarded to:

TAG Management
4 – 1080 Clay Avenue
Burlington, Ontario L7L 0A1

If you would prefer, you can have the common element fees deducted from your account. A PAP form can be found on the website.

HEATING/COOLING SYSTEM

Each suite in the building has its own furnace, located in the Laundry Room. Servicing, repair and replacement of this unit is the responsibility of the unit owner. Filters can be purchased from the superintendent.

The common area corridors are pressurized with fresh air by a make up air unit located on the roof. During the winter months the air is heated. There is no air conditioning in the corridors. The purpose of the corridor pressurization is to keep cooking odours out of the hallway and provide a change of air. Suite doors should not be weather-stripped as this defeats the design of the system.

KEYS

Keys to your suite, mailbox and the entry doors to the building should have been provided to you by the previous owner. All suite locks are on a master key system. This enables access to the suite in the event of an emergency (fire, flood, medical emergencies). If a new owner wants to change the lock, it must be set to the master key system. Arrangements for this can be made through the superintendent. No additional locks may be placed on a suite door without the prior consent of the Board of Directors. Extra entry door keys are available for a cost of \$50.00 deposit.

SECURITY

In order to help ensure a safe environment in which to live, all residents must cooperate in self policing. By keeping the exit/entrance doors firmly closed and not opening doors to strangers, we can greatly cut down the chance of unwanted persons in our building. If you notice that the doors are not closing properly, please report the problem to management or to the superintendent. "Action Alert" forms are available in the Exercise Room if you wish to make a report or legitimate comment. This form must be signed.

ENTERPHONE

When you receive calls from the lobby, your phone will ring. Answer your phone and talk to your visitor. Simply hang up to refuse entry.

Dial 9 to allow entry and then hang up. The entrance door will automatically unlock and your visitor can enter.

If you're on the phone when a visitor calls, he/she will receive a busy signal. If you subscribe to Call Waiting, you may switch over the lines and dial 9 to allow entry.

ALTERATIONS OR IMPROVEMENTS

Please remember any substantial alterations or improvements whether indoor or out, requires prior written approval from the Board of Directors of the Condominium Corporation. You may request a copy of "CORPORATION POLICY FOR FLOOR INSTALLATION AND AIR CONDITIONER REPLACEMENT" from the Property Manager or one of the Board members. Please do not modify or alter the common elements of your unit in any way without first putting a plan on paper and forwarding it to the attention of the Board of Directors through the offices of TAG Management. Please address your request as follows:

Halton Condominium Corporation # 314
c/o TAG Management
4 – 1080 Clay Avenue
Burlington, Ontario L7L 0A1

We hope the preceding information is useful to you and assists you in fully enjoying living with your new neighbours in Walker's Square. It is important that you read the Condominium Rules and Regulations which have been specifically developed for our complex. It would also be very useful for you to take the time to read and understand the *Condominium Act* which governs how we operate as a Corporation.

Once again, we welcome you to Walker's Square.

Your Board of Directors is all resident members of your Corporation and your neighbours.