



LEASIDE TOWERS TENANT INFORMATION KIT

85 & 95 Thorncliffe Park Drive
Toronto, Ontario, M4H 1L6

Dear Resident:

Thank you for making your home with us at **Leaside Towers**. We would like to take this opportunity to welcome you to our buildings.

You will find attached a list of all amenities available to you, as well as information regarding Fire Safety, Tenant Insurance, Visitor Parking, the Leaside Towers Tenants Association (LTTA), the Getaway Club and the operation of Heating and Air Conditioning for your unit.

Morguard has always accommodated quiet, comfortable living for our residents as a top priority and we will continue with this policy, which has earned us, and continues to earn us, an excellent reputation. These high standards have made **Leaside Towers** one of the most exclusive rental buildings in Toronto.

Yours Sincerely,

MORGUARD

Last updated: August 2018

PHONE NUMBERS OF STAFF AT LEASIDE TOWERS OFFICE STAFF AND STAFF FUNCTIONS

Senior District Manager: Amit Thakur

Amit oversees and manages the portfolio of buildings owned by Morguard East Toronto, comprising of 85 and 95 Thorncliffe Park Drive.

Property Manager: Ana Ciumac

The Property Manager oversees and manages the overall functions of the Management and Rental Office at the buildings and the enforcement of the Rules and Regulations of the property, in accordance with the Residential Tenancies Act.

Building Managers: Elizabeth & Paul Zarzycki

Elizabeth and Paul are responsible for renovations of turnover units, unit inspections and all common areas of the buildings.

Accounts Administrator: Sofica Alexa

Sofica is responsible for rent collections, legal matters, and bike storage.

Contact Information and Business Hours:

Management Office	Hours: 8am to 10am & 2pm to 4pm Monday to Friday Closed 10 am-2pm daily*	
Senior District Manager	Amit Thakur	(416) 421-5580
Property Manager	Ana Ciumac	(416) 421-8109 ext. 27620
Building Managers	Elizabeth & Paul Zarzycki	(416) 421-8109 ext. 27625
Accounts Administrator	Sofica Alexa	(416) 421-8109 ext. 27623
Rental Department	Hours: 9am - 5pm Monday to Friday; 10am - 6pm Saturday & Sunday	
Leasing Administrator	Diki Wangmo	(416) 421-2536 ext. 27630
Leasing Administrator	Ilda Riscado	(416) 421-2536 ext. 27626
Building Superintendents	Hours - 8am to 5pm, Monday to Friday	
85 Building	Dragan Stojic/Nikola Jordanoski	(416) 562-1568
95 Building	Zaldy Balde/Emmanuel Zaballa	(416) 305-9616
Security	Hours - 24 HOURS A DAY, 7 DAYS A WEEK	
85 Building		(647) 462-0404
95 Building		(416) 906-7970
After Hours Answering Service		(416) 207-8253

* Office hours may vary from time to time. Hours are posted on the office door and on the website at ttaplus.ca/about-us/morguard/management-office-hours/

Maintenance Requests:

We ask that you put all maintenance requests in writing and drop them at the office in person or in the office mailbox. It is our mandate to deal with these requests as quickly as possible.

In case of emergencies e.g. Flood, Fire or Death:

During office hours:

Please contact the Management Office.

After hours:

Please contact the Building Superintendent. If you are unable to reach your, please call the **After Hours Service at (416) 207-8253**. Give them your building number, apartment number and inform them of the issue. You can also contact Security

SERVICE FACILITIES OFFERED TO YOU BY LEASIDE TOWERS

DRY CLEANERS:

The Dry Cleaner is located on the Mezzanine Level (2nd Floor), in the Laundry Room of the 95 building. For your convenience, there is a drop off box provided during off hours.

Hours:

Monday through Friday	7:00am to 9:00am
Monday through Friday	5:00pm to 8:00pm
Saturday	10:00am to 2:00pm

Phone: (416) 422-0357

LAUNDRY ROOMS:

Laundry Rooms are located on the Mezzanine Level in 85 & 95 Buildings.

Note: Pets are not allowed in the laundry room.

Hours:

Monday through Sunday 5:00am to 12:00am (midnight)

The washing machines in the laundry use **liquid detergent only** in the dispensers. Please do **not** use powdered detergent in the dispensers. If you have powdered soap, please put it directly into the washing machine tub. Putting powdered soap into the dispenser damages the machines.

Please report to the office any machines that are not working properly.

Posting of Notices:

Tenants wanting to post flyers (**non-business only**) may do so on the laundry room board **only** and not anywhere else in the buildings.

CONVENIENCE STORE:

The convenience store is located in the B1 Level of 85 Thorncliffe Park Drive.

Hours:

Monday through Saturday	8:30am to 10:00pm
Sunday	9:30am to 10:00pm

GARBAGE DISPOSAL ROOMS:

Each floor has a room with a garbage chute to dispose of your garbage. Garbage rooms are open 24 hours a day. In order to ensure that garbage is safely and hygienically disposed, please take note of the **following rules:**

- All garbage should be properly bagged and thrown down the garbage chute.
- Please re-cycle whenever possible. Bottles/cans and newspapers should be placed in the recycling bins on the B1 level, NOT in plastic bags. Refer to the City of Toronto recycle site for ideas on how items can be reused: toronto.ca/recycle
- Do not put burning materials and ashes into the garbage chutes.
- Do not dispose of flammable liquids or aerosol cans in these chutes.
- Never force cartons, coat hangers or bundles of paper into chutes because it may become blocked.
- Large pieces of cardboard, carpet or other material should **never** be thrown down the garbage chutes, as this causes serious blockages.
- Any garbage, which will not fit down the disposal room chute, should be taken down and placed outside the compactor rooms on the B1 garage level. If you are not sure of the exact location of this room, please ask **Security** for directions. As well, there is a sign on the compactor room doors in B1.
- Please do not leave any garbage in any form in the corridors or on the floor of the disposal room.
- Large items such as furniture should go in the enclosed area outside the back doors to 85/95.
- Any residents noticing anyone not following these garbage disposal rules are asked to please inform the management office.

ORGANIC GARBAGE:

- All residents have been provided with a white/beige compost recycling bucket for organic waste
- Definitions of organic waste are contained in the sheet inside the bucket
- When the bucket is full, it should be emptied into the green compost bin located outside the buildings behind 85
- Tenants have found that lining their buckets with a plastic bag keeps the bucket clean and storing it in the refrigerator reduces any odours.

For help on what goes in the various bins (green/blue or garbage) check the City of Toronto Waste Wizard: toronto.ca/wastewizard

SHIPPING DOORS:

The Shipping doors are located off Overlea Boulevard in the back of both 85/95 buildings. They are available for use Monday through Friday - 9:00am to 9:00pm.

Moving through the front lobby doors is **NOT** permitted at any time. Please reserve a time, at the office, to book the Service Elevator for all move-outs and deliveries of any furniture or large articles through the delivery entrance. **Large deliveries will not be allowed unless a Service Elevator is confirmed through the office for a specified time.**

GUEST SUITES, PARTY ROOM AND BBQ RENTALS:

Guest Suites are located on the 1st floor in both 85/95 buildings.

The **Guest Suites** are fully furnished suites and offer kitchen facilities, outdoor visitor parking pass and a laundry access card (for extended stays only).

The Guest Suites are available for guests of residents **only** of Leaside Towers. The cost for the Guest Suites is \$100 per night for the 1 bedroom and \$150 for the 2 bedroom suite. A \$200 damage deposit must be issued before check in, and will be returned if no damages or missing items are noted from the move out inspection.

The **Party Room** is located in the B1 Level between 85 and 95 buildings in the Rec Centre area. The Party Room is furnished with sofas/ tables. It holds approx. 55 people (standing room), has full kitchen facilities, a fireplace and piano. Only Residents can rent the Party Room. The cost is \$250 per night with a \$250 damage deposit. Your deposit will not be returned, if you fail to abide by the rules of the party room.

The **Gas BBQ** on the pool deck is available for rent in the summer months. The Gas BBQ rental fee is \$10 per apartment for a maximum of 2 hours (once per day) plus \$20 damage/cleaning deposit. The Gas BBQ must be cleaned afterwards to receive your deposit back. The above cannot be booked without a signed application form and payment.

There are also charcoal BBQs available at no charge for tenants use on a first come, first serve basis. Please clean out debris when you are finished and leave picnic area clean and in good condition.

All Barbeque rentals must be booked with the management office. Please note that all rental fees must be paid by certified cheque/money order only, when the booking is made.

OUTSIDE VISITORS PARKING AREA:

Please follow the signs for Visitor Parking as you enter the Leaside Towers driveway. Visitor parking areas are for VISITORS ONLY.

For your added convenience and safety, the following procedures should be followed:

- Visitors cannot park in assigned tenant outdoor parking spaces. Effective February 1, 2016 tenants will only be allowed 5 visitor passes per month (at no charge). Only 1 day can be granted at each time. They cannot get 2... or 5 days in a row.
- There are no weekend passes granted anymore. Friday and Saturday will count as 2 separate passes and will be issued separately: one on Friday and another on Saturday, if the tenant requires.
- If the tenant does not want to keep returning everyday for these passes, the tenant can pay for passes. This must be done in the office and it will cost \$5 per day, per pass. If tenants are paying for `10 or 20 days' (whichever the number is) all the days will be indicated on the pass. All days must be paid in full before receiving the pass.
- If the office is closed and the tenant needs to purchase a pass they can pay the guard by cheque only, if need be, but we prefer tenants to pay for all passes in the office.
- The pass must be obtained only by the tenant **and** with photo ID and must be retrieved by the tenant from Security.

Any vehicles parked in the fire routes will be tagged /towed at the owner's expense. **Cars without a visitor permit will be tagged at the owner's expense.** Visitor permits must be clearly visible at all times and placed on the dashboard. Parking infractions will be issued if the details of the permit cannot be read by enforcement, expired dates or altered by the tenant.

Tenants are to use their allocated underground spaces at all times. Tenant parking in the visitor parking lots at 85 and 95 is prohibited for all tenants during all hours, and will be tagged by the City enforcement at the owner's expense. **All tenants** are given a Leaside Towers parking decal that must be displayed on the vehicle windshield at all times. Failure to do so will result in a parking violation issued by City of Toronto.

Please note that Morguard will not be responsible for any parking infractions issued by the City of Toronto.

BIKE RACKS:

Bike racks are available for tenants and there is storage in the bike rooms, at a cost. Please contact the management office for current charges and availability. Bicycles should never be taken up and down on the elevators.

Visitor bike racks are available near the front of each building. They are not to be used by tenants as a permanent storage space.

THE LEASIDE CLUB

The Leaside Club is located in the B1 Level between 85 & 95 buildings. Most of the recreation facilities are managed by PPL under a contract with Morguard.

Alcoholic beverages or glass bottles are not allowed in the entire recreation centre, sundecks or patio areas.

Phone Number: (416) 421-2971

CLUB HOURS:

Monday through Sunday 6:30am- 12:00am

Please sign in with the recreation centre attendant for use of all facilities (gym, pool and the Tenant Business Office to use the computer).

Attendant Hours: 10:00am to 10:00pm

SWIMMING POOL HOURS:

Monday - Sunday - 10:00 a.m. to 10:00 p.m.

Pool maintenance is done daily between 9am and 10am. This includes vacuuming, chlorine addition and cleaning of the filters and backwash.

- Showers are mandatory before entering the pool area.
- Proper swimming attire must be worn and outdoor shoes/boots are not allowed in the pool area.
- An adult **must** accompany all children 15 years of age and under.
- Babies must be properly attired in order to use the pool, **no** diapers are allowed in the pool for any reason
- Children 1-15 years of age are allowed in the Pool only (**attended**) until 8:00 p.m.
- Children 16-17 years of age are allowed in the Pool only (**unattended**) until 8:00 p.m.
- After 8:00 pm- adults only 18 years and older are allowed in pool

GYM:

- Adults 18 years and older only allowed in gym area
- The gym is regularly cleaned. However, it is mandatory that all residents using the gym equipment must wipe them down after use. Paper towels and spray liquid are provided in the gym for that purpose.
- Anyone who chooses to not abide by this rule will be banned from the gym area.

SAUNA & HOT TUB:

Children under 16 years of age are **not** permitted in the saunas and/or hot tub unless accompanied by an adult. The Sauna and Hot Tub are cleaned regularly.

SUNDECK:

The upper sundeck, located on the roof of the Club, is for Adult use only. Clothing is mandatory for sunbathing. The lower sundeck beside the pool is for everyone's use. Lounge chairs are provided. The areas must be vacated by 11pm.

LOCKERS:

Lockers are available in the change rooms. You must bring your own lock.

GUESTS:

Guests are the responsibility of the tenant and must be accompanied by the tenant at all times when using all Club facilities. **There is a limit of 2 guests per apartment.**

DRESS CODE:

Tenants and guests are asked to wear cover-up clothing and sandals when entering or leaving the Pool Area. Proper bathing attire must be worn at all times in order to use the swimming pool and hot tub.

Proper gym attire (sweats/sneakers) must be worn in the gym area at all times.

PETS:

Pets are **not** allowed in the Recreation Club, on the patio areas outside the recreation centre, on any sundecks nor in the Laundry Rooms at any time.

STORAGE LOCKERS:

Lockers are available in each building at a nominal cost. Please contact the Management Office to arrange rental of a storage locker.

CLASSES:

PPL offers swim, aquafit and yoga classes. Please speak to the recreation centre attendant to find out what classes are available.

TENANT BUSINESS CENTRE:

A Business Centre is available for tenants use. It is accessed through The Leaside Club (up the stairs beside the attendant's desk) on B1 Level. The Business Centre has a desk and chairs as well as WIFI, a computer, printer and fax machine. Tenants must provide their own paper and telephone. Hours of use are 9 am to 10:00pm. Tenants can book the Business Centre for one (1) hour by contacting the recreation centre attendant. They must sign in/out.

LIBRARY CAFÉ:

The Leaside Towers Library Cafe is available for the use of tenants only. It is located beside the elevators in the lobby of #95. The library contains a selection of books for adults, young adults and children 5-12. Tenants are encouraged to visit the library, sit and read, or borrow a book(s) (honour system) for their reading pleasure. The Library Café was created and is maintained by tenant volunteers. Books are donated and a bin is provided at the door if you wish to donate clean books in good condition.

Please clean up after yourself and respect others quiet time. No pets or food are permitted.

Hours: 9am-9pm

Access is with your building FOB. Children under ten must be accompanied by an adult.

LEASIDE TOWERS RULES

APARTMENT INSURANCE

The first things people arrange for when they move is to have their telephone and cable connected and their mail to be re-routed to their new address. But the one issue that is required, but most often overlooked, is the need for apartment insurance. **We require all tenants to provide proof of apartment insurance upon move in.**

The average rate for apartment insurance is approximately \$150 annually depending on the value of your belongings. For this, you receive peace of mind.

The standard lease used by virtually every Landlord in Ontario states that it is the tenant's obligation to obtain content insurance for their own residence **for the entire length of their lease term.** The Landlord's insurance only covers structural damage belonging to the property.

Many tenants falsely assume that the Landlord is responsible for the actions of other tenants. For example, if the tenant above you overflows the bathtub and it floods your apartment and destroys your personal property, then it is the tenant's responsibility to have insurance. It is **not** the Landlord's responsibility to cover any resident's personal property damage costs.

The majority of incidents where contents are damaged or destroyed in any apartment are the result of the tenant's own negligence or as the result of negligence of another tenant.

If the tenant decides to cancel their insurance after move in, **Morguard will not be responsible nor compensate for any tenant's personal belongings in the case of an incident.** We advise against cancelling your insurance. It is worth protecting everything you value.

PETS

We all love them but please be a responsible owner. If you see that a tenant or visitor is afraid of your dog, especially in the confines of an elevator, please take another elevator. If your dog is left alone and constantly barks, it becomes very annoying for your neighbours and disrupts the quiet enjoyment to which they are entitled. Please make different arrangements for your pet, if this noise should occur.

Please abide by the following pet rules:

1. Dogs **must** be leashed at all times upon leaving your unit (this includes the halls, the elevators, garage areas, all common areas of the building and outside on the building grounds).
2. **Dog owners must clean up after their dogs on the building property at all times.**
3. All dogs must be licensed.
4. **Please do not allow your pets to urinate on the exterior or interior building concrete walls or in the garage as this causes a foul odour that remains for a long period of time. Please bring your pet to a grassy area outside the buildings for this purpose.**
5. All tenants will be responsible for the actions of their pets while on property grounds.
6. Please use the Leash Free Dog Run located on Overlea Boulevard as often as possible.

7. If your pet has an accident in the elevator or hallway, please be a responsible owner and do all you can to clean it up.

Please make every effort to follow these rules to avoid any problems.

COMPLAINTS/WORK ORDERS

If you need any repairs in your unit, please request a work order from the office during the week and from Security after hours and weekends. When filling out a work order, please ensure you have the correct unit and building number on your request. Please sign and date the request.

Work orders are prioritized. All emergency situations (such as fire or flood) are dealt with as soon as possible. Work orders are normally dealt with between 24 to 48 hours unless otherwise notified. If further work is needed, the details are shared with the tenant. We do our best to accommodate everyone to the best of our ability but there is work that does take longer and may require unique skills. The office will explain this to tenants as needed.

ENTERTAINING

All of us like to entertain but we request that you consider your neighbours especially if they have young children. Noise levels do travel through the walls and can be very annoying, especially late at night.

Noise levels: If you are having a party, it would be a nice gesture to inform your neighbours to prevent complaints. Keep your party in your unit and not in the hallways. Noise from parties, music etc should be finished by midnight. Tenants can call security with any noise related concerns.

Morguard will send warning letters to tenants who do not follow the rules of the property. This includes complaints to Security that have been verified.

GOOD NEIGHBOUR

We have a large population of seniors in our buildings and through experience we would ask that you report to staff anything that might be of an urgent nature.

Please contact The Management Office at (416) 421-8109 ext 27628 or Building Security after hours if a neighbour (especially a senior) has not been seen carrying out his or her daily routine such as:

- Newspapers on the door not picked up.
- Phone calls not being answered.
- No answer from knocks on the door.

KEY FOBBS

Please note that the fee of \$20 is applied for all Lost/Broken key fob replacements.

To manage our security properly, only one key fob is distributed per person. All persons must be residents of the property and key fobs are not distributed to minors.

NON-AMBULATORY RESIDENTS FIRE DEPARTMENT REGULATION INFORMATION

In accordance with the Revised Fire Codes, the Landlord will supply a form for all handicapped residents to fill out who require assistance from the Fire Department in case of a fire in your building.

If you are a non-ambulatory resident, please fill out this form immediately and have it returned to the management office.

Tenant Name _____

Building/ Apartment _____

Phone No. _____

Nature of disability:

In the case of the Fire Department giving assistance for evacuation, please note that non-ambulatory residents will be the first to be assisted.

Please Note:

There is a comprehensive Emergency Medical Service (EMS) form that should be completed and visible in your unit (i.e. on the refrigerator) in case a 911 call is made from your unit and the paramedics require personal medical information.

You can find the form at [City of Toronto Safety Tips and Prevention Website](#).

FIRE SAFETY PLAN

IMPORTANT RULES THAT MUST BE FOLLOWED IN ORDER TO AVOID FIRE HAZARDS IN THE BUILDING:

- Do not put burning materials and ashes into the garbage chutes.
- Do not dispose of flammable liquids or aerosol cans in these chutes. They should be taken to the Recycling Room and placed in the Hazardous Waste Bin.
- Never force cartons, coat hangers or bundles of paper into chutes because it may become blocked. Any garbage that will not easily fit in the garbage chute should be placed outside the Compactor rooms on the B1 garage level. If you are not sure of the exact location please ask **Security** for directions. There is also a sign on the Compactor Room doors on B1.
- Avoid unsafe cooking practices. Deep-frying, too much heat, unattended stoves, loosely hanging clothing sleeves while cooking, can all be fire safety hazards.
- Do not use unsafe electrical appliances, frayed extension cords, substitute lamp wiring for building wiring or overload electrical outlets.
- Avoid careless smoking, use ashtrays and never smoke in bed.
- There is no smoking anywhere within the building common areas (hallways, stairwells, lobbies etc.)
- Do not leave articles such as shoes, rubber boots, mats, baby strollers, etc., in the building halls, corridors and stairs, as per the Residential Tenancies Act. (RTA) and Fire Marshall's office.

OCCUPANTS ARE ADVISED TO:

- Purchase a small approved domestic fire extinguisher for your kitchen.
- Familiarize yourself with the building. Know where the fire alarm pull stations are located, know where the exits are and check your smoke detector for proper operation once a month. Contact the office if it is not working properly.
- Call your local Fire Department immediately whenever you need **Emergency assistance; Dial 911 and ask for East York Fire Department.**
- **Never park in fire routes**, especially in front of the building (even for a short time). East York Fire Department has advised us that in the case of a fire, they cannot rescue residents unless this area is clear. Violators will be ticketed large fines and/or towed away at their own expense. The fire department has zero tolerance for this act. Please advise your visitors of this matter. Our buildings will be fined and the fines are passed onto general rental fees.
- **Please do not block the handicap access ramp at the front of the building.**

EMERGENCY PROCEDURES IN CASE OF FIRE

IF YOU ARE IN A UNIT AND THE FIRE ALARM IS HEARD:

- LISTEN for instructions from security on the intercom system and stay in your unit if directed.
- Before opening the door, feel the door handle and door with the back of your hand. If it is not hot, open the door slightly. If you see or smell smoke, or feel or hear air pressure or a hot draft, close the door quickly.
- If you find no fire or smoke in the corridor, close the door behind you and leave by the nearest emergency stairway. **DO NOT USE THE ELEVATORS.**
- If you encounter smoke in the corridors or stairwells on one end of the hallway, please remember there is another stairwell at the other end of every hallway of the building, or return to your suite. If you choose to remain in your suite, close your door and place wet towels across the base of the floor.
- Decide what course of action you will take, act decisively on the two options noted below.

IN THE EVENT OF A FIRE IN YOUR UNIT, IF YOU CHOOSE TO LEAVE YOUR APARTMENT

- Dial 911 – Fire Department and give your address, unit number and location of fire (never assume this has been done)
- Leave the fire area immediately. Close all doors behind you.
- Activate the fire alarm pull station – Each floor has one by the stairwell door.
- **DO NOT USE ELEVATORS.** Use the stairway to leave the building.
- Do not enter the building until the Fire Department declares it safe to do so.

IN THE EVENT OF A FIRE AND YOU CHOOSE TO REMAIN IN YOUR APARTMENT OR YOU CANNOT LEAVE YOUR APARTMENT:

- Close your suite door; leave the door unlocked to allow Firefighters access to your unit.
- Call 911– Fire Department and give your address and unit number.
- Seal all cracks where smoke could get in with wet towels. To seal air vents, a roll of wide masking tape is useful.
- Crouch low to the floor if smoke enters the room, keeping your head about one foot above floor level.
- Open your window and wave a white sheet or towel so that you can be seen from the ground.
- Move to the safest room unaffected and partially open a window for air.
- Wait to be rescued. Remain Calm. **DO NOT PANIC.** Listen for instructions from authorized personnel.

For more information on safety and security, please see
The SMART Tenants Guide to Safety and Security
ttaplus.ca/about-us/lta/smart-guide/

LEASIDE TOWERS TENANTS ASSOCIATION (LTTA)

The LTTA has been working for over 35 years helping make Leaside Towers a wonderful place to live and call home and are looking to continue this work with your support.

We meet once a quarter (March, June, September, and December) on the third Tuesday of the month at 7:30 p.m. in the Party Room. These meetings are held to ensure that all tenants have a voice in the everyday happenings that make Leaside Towers a unique and friendly living environment. Meeting Minutes are available on the LTTA Plus website at lttpplus.ca/membership/ltta-meeting-minutes/

The annual fee is \$10 per household and we invite you to be a part of our volunteer group. Please fill out the application form included at the end of the Tenant Information package or download it from the website at lttpplus.ca/membership.

GETAWAY CLUB

The Getaway Club is a club for all tenants of Leaside Towers. It is organized and run by tenant volunteers. Our motto is: **Get out of your apartment and do something** and we welcome all tenants to come and join us! For details, please visit the website at lttpplus.ca/about-us/getaway-club/.

The Getaway Club offers weekly activities such as Fitness Classes and monthly activities such as Book Club and Movie Nights. Please check the calendar for the latest information lttpplus.ca/events/

Activities are held in the Party Room in the Recreation Centre with the exception of the Book Club who meet in the Library Cafe, Lobby, Building #95.

Please note that activities are subject to availability of volunteers to run the activity. If you would like to volunteer, please contact Pat Wright (portiawright@rogers.com).

HOW TO USE THE PUSH BUTTON ENTER-PHONE SYSTEM

Note: This service will NOT work with Voice Over IP/Internet and Cellular Phones.

ENTER-PHONE FEATURES:

Enter-phone systems provide apartment entrance communication and entry control through your regular landline telephone service **only** – without interference to your telephone calls.

You can answer the Enter-phone system from any **landline telephone** only in your unit. High-grade voice reproduction allows you to recognise the caller's voice and allow entry only to those persons you wish.

TWO QUICK RINGS MEAN SOMEONE IS CALLING YOU FROM THE LOBBY:

You have two options:

- Simply hang up the phone to refuse entry.
- **Press 6** on your phone to allow your visitor into the building, and then hang up. The entrance door will automatically unlock and your visitor may enter.

If you are talking to a visitor and hear a soft ringing overtone on your line, it indicates a regular incoming call is coming through on your line.

IF YOU ARE ON THE PHONE WHEN A VISITOR CALLS:

When you are talking on a regular telephone call and you hear a muted double overtone on your line, it indicates a call from the lobby. Dial 3 to put your outside call on hold and connect you to your visitor. To allow entry for your visitor dial 6 and then dial 3 to return to your previous call.

It is the tenant's responsibility to open the door for their guests. The Security Guard will not allow anyone into the building at any time. Please make sure that your guests are aware of this procedure.

You can view the lobby on channel 988 to ascertain who is calling you prior to allowing entry. For security purposes, if no security guard is present, do not let strangers into the building. They must contact the tenant or wait for the guard.

OPERATION OF APARTMENT TEMPERATURE CONTROL

HEATING AND COOLING OF YOUR APARTMENT

Set the thermostat located on the wall to the desired temperature, for your own comfort. All three-speed fan controls are located to the left or right of each fan coil unit with low, medium and high positions.

THINGS TO BE AWARE OF:

For transitional seasons, the LOW setting for your fan should be sufficient. When the weather is extremely hot or cold, MEDIUM or HIGH setting are necessary.

To get best results in air circulation, the vent grills should be directed towards the apartment. The fan coil units will require periodic filter changes. Our maintenance staff will do this once a year **only**. You will be notified at least two days in advance. If you are away during the winter season, please ensure that the thermostat is set at 70 degrees Fahrenheit and that all your windows are closed.

The City of Toronto requires multiple unit dwellings to be able to supply 72F heat between Sept 15 and June 1. The system at 85/95 requires a minimum two days to either cool down or heat up. Therefore, transition periods in Sept and May require patience and understanding. The buildings will not cool down or heat up instantly.

WINDOWS:

The City of Toronto requires that a childproof lock be installed on all high rise unit windows. **Tenants will be fined if they remove the locks.**

IMPORTANT TELEPHONE NUMBERS

Police:

Emergency: 911

Non-Emergency Inquiries: (416) 808-2222

Hospitals:

Sunnybrook Hospital, 2075 Bayview Avenue, (416) 480-6100

North York General Hospital, 4001 Leslie Avenue, (416) 756-6655

Michael Garron Hospital (formerly) Toronto East General Hospital, 825 Coxwell Ave. (416) 461-8272

Toronto General Hospital (part of The University Health Network (UHN)), 200 Elizabeth St.
(416) 340-4800

Toronto Western Hospital (part of UHN), 399 Bathurst Street, (416) 603- 2581

St. Michael's Hospital, 30 Bond Street, (416) 360-4000

Walk-In Clinics:

East York Medical Center – East York Town Centre, 45 Overlea Boulevard, (416) 696-9836

Flemingdon Health Centre, 10 Gateway Boulevard, (416) 429-4991

Thornlea Medical Centre and Walk-in Clinic, 62 Overlea Blvd. Unit 4A (416) - 425- 8800

Dentists:

Thornccliffe Dental Centre, East York Town Centre (416) 421-3751

Drug Stores:

Thornccliffe Pharmacy (Pharmasave) – 65 Overlea Blvd (Royal Bank Building lobby) (416)-421-9359

Shoppers Drug Mart – East York Town Centre, 45 Overlea Boulevard (416) 421-5141

Library:

Thornccliffe Park Public Library, 48 Thornccliffe Park Drive, (416) 396-3865

Thornccliffe Neighbourhood Office – 80 Thornccliffe Park Drive (416) 421-3054

Banks:

Bank of Montreal, East York Town Centre, 45 Overlea Boulevard, (416) 421-0921

CIBC, 97 Laird Drive Unit 1 (416), 421-3845

Royal Bank of Canada, 65 Overlea Boulevard, (416) 421-5250

Scotiabank, East York Town Centre, 45 Overlea Boulevard, (416) 421-3900

TD Canada Trust, East York Town Centre, 45 Overlea Boulevard, (416) 421-1221

Schools/Day Care:

Thornccliffe Park Elementary School, 80 Thornccliffe Park Drive, (416) 396-2460

Fraser Mustard Early Childhood Learning Centre, 82 Thornccliffe Park Drive, (416) 421-7676

Valley Park Middle School, 130 Overlea Boulevard, (416) 396-2465

Marc Garneau Secondary School, 135 Overlea Boulevard, (416) 396-2410

Thornccliffe Park Day Care Centre, 48 Thornccliffe Park Drive, (416) 423-0880

Flemingdon Park School, 150 Grenoble Drive, (416) 429-6194

Gateway Day Care Centre, 100 Leeward Glenway, (416) 424-2419

Shopping Centres:

East York Town Centre, 45 Overlea Boulevard, (416) 421-9504
Shops at Don Mills, 939 Lawrence Avenue East, (416) 447-5511
Fairview Mall, 1800 Sheppard Avenue East, (416) 491-0151
Leaside Village, 85 Laird Blvd. (416) 430-7360
Leaside Smart Centre, 147 Laird Blvd. (416) 326-6400.

Places of Worship:**Anglican**

St. Andrews Church, 2333 Victoria Park Avenue, (416) 447-1481

Baptist

Donway Baptist Church, 235 The Donway East, (416) 447-0731

Greek Orthodox

St. Demetrious Greek Church, 30 Thorncliffe Park Drive, (416) 425-2485

Korean

Korean Garden Church, 260 Yorkland Avenue, (416) 490-9060

Muslim

Don Mills Jamatkhana, 80 Overlea Boulevard, (416) 696-7882

Lutheran

Advent Lutheran Church, 2800 Don Mills Road, (416) 493-1435

Agricola Finnish Congregation, 25 Old York Mills Road, (416) 489-7600

Grace Chinese Lutheran Church, 2800 Don Mills Road, (416) 496-9068

Pentecostal

Flemingdon Park Pentecostal Church, 5 Grenoble Drive, (416) 429-1430

United

Thorncliffe Park United Church, 16 Thorncliffe Park Drive, (416) 421-0792

Presbyterian

Gateway Community Church, 150 Gateway Boulevard, (416) 429-0568

Catholic

John XXIII 150 Gateway Boulevard, (416) 429-4000

Buses Servicing the Area

Information on routes and schedules can be found at ttc.ca/Routes/index.jsp

403 - South Don Mills Community Bus

25 - Don Mills Bus to Pape subway station

81 - Thorncliffe Park Bus to Pape subway station

88 - South Leaside to St. Clair subway station

100 - Flemingdon Park Bus to Broadview subway station

325 - Don Mills Express Bus to Pape subway station

Leaside Towers Tenants Association (LTTA) Annual Membership Form 2018-19

Contact Information (Please print very clearly)

Name/s: _____

Building #: _____ Suite #: _____

Telephone # (optional): _____

Email address (optional): _____

Type of Membership (please check)

- New member \$10.00 per unit per year
- Renewal \$10.00 per unit per year

Payment Method (please check)

- Cash
- Cheque (please make cheques payable to Leaside Towers Tenants Association)

Signature: _____ **Date:** _____

Please complete this form and return it with your payment to:

- Suite # **3801**, Building **85** **OR**
- Suite # **1102**, Building **95** **OR**
- Hand it to the person at the Membership table at the next LTTA Meeting

Your Membership Card (receipt) will be delivered to you either through your mailbox or at the next LTTA meeting.

Thank you for your support!
Leaside Towers Tenants Association

lttpplus.ca
lttp@lttpplus.ca