

THINGS YOU SHOULD KNOW.....

Upwood Park/Salvador Del Mundo

CO-OP OFFICE

(416) 244-2399

ON-CALL PAGER

(416) 936-6295

OFFICE HOURS

Monday 11:00a.m. – 3:00p.m.

Tuesday 10:00a.m. – 3:00p.m.

Wednesday 1:00p.m. – 7:00p.m.

Thursday 10:00a.m. – 3:00p.m.

Friday Closed

The staff is available by appointment outside of the above office hours.

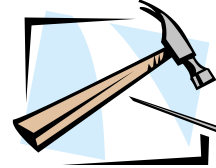
WORK ORDERS

If you need any work done in your unit, a work order must be filled out and signed by the member before any work can be done. You can pick up a work order at the office during regular office hours or outside the office door during off-hours. Please fill out and drop in the office mail slot provided.

Please be reminded that minor work orders will be completed on priority basis. Any request for an expensive item replacement, such as carpet, tiles, hardwood floors, kitchen countertop, bathroom vanity etc., will placed on a list and dealt with only if and when Co-op's finances allow.

We appreciate your patience and co-operation in this matter as office have a very large number of requests and is currently in process of reviewing and planning of work required. Once your

request qualify for work requested you will be given an advance notice when the work would be done.



LAUNDRY MACHINES

Members in the apartments are not supposed to have either washing machines or dishwashers in their units. We have had several complaints in the office about members getting hot water out of the cold water tap in the kitchen a well as complaints about members taking a shower and the water suddenly going hot.

All are indications that there are members that have machines in their units. Please abide with the By-laws, they were put in place because our pipes are not designed for these machines. If members continue to ignore the By-laws, the Co-op is going to incur large repair bills, which will in turn be charged back to the individual that caused the problem.

LOCKER ROOM

Please be reminded that if you have a locker room DO NOT store any items outside/on top of the locker room. Any item found outside or on top of locker room will be disposed and discarded as this is considered life safety and liability issue.

ON-CALL COMMITTEE

On-Call Committee has the responsibility of dealing with emergencies when the staff is not available after hours, weekends and holidays. If you have an emergency, phone

the **On-call at (416) 936-6295** and leave a number where you can be reached.

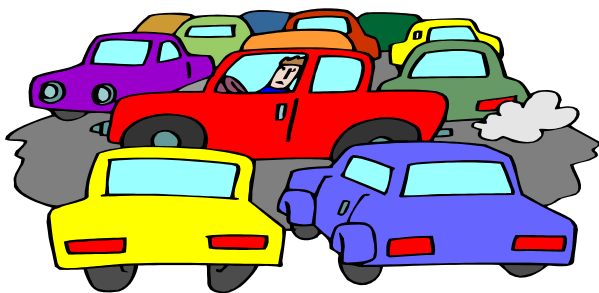
Emergencies - a flood, fire or a broken lock.

Non-emergencies - backed up toilet, leaky faucet, etc.

PARKING PASSES

If you have overnight visitor(s) you must register their vehicle(s) by obtaining a visitor's parking permit from the Security Office at 300 Queens Drive.

If your visitor is staying for more than two night please drop by the office during regular hours to obtain a parking permit.



LOCKOUTS

If you get locked out, you can page the on-call pager 416-936-6295. Members are encouraged to have family member's or friend's hold extra key for their unit in case of lockouts.

GARBAGE DISPOSAL

When disposing of your garbage please put garbage down the chutes. Kindly do not leave your garbage on the floor; this will only create insect problems.

CO-OP FEES

Please be reminded of the following charges:

- Member lock out of unit \$30.00
- Change locks \$40.00
- Access FOB \$25.00
- Mail box Key \$ 5.00
- Garbage or recycles left on chute room floor \$50.00
- Leaving boxes , garbage or large items in Co-op's common area \$50.00
- Washing balcony, throwing items off the balcony, flowerpots on rail of balcony or bicycles and other items hanging over the balcony. \$200.00
- Leaving boxes , garbage or large items on the first floor near the exit door of the building \$50.00
- Late fee applied for paying late housing charges \$15.00