



WELCOME TO YOUR NEW HOME

Times Group Corporation is pleased to welcome you to the KEY WEST community.

Owning a home is an exciting and rewarding experience. It's a major investment in yourself and your future, and like any investment, the benefits require some work to maintain. This handbook is one way we would like to help you get the most out of your home: the most enjoyment, relaxation, and security.

HOW TO USE THIS HANDBOOK

The Resident Handbook is designed to help you with the day-to-day business of living in the KEY WEST community. It summarizes some of the important rules, regulations, policies and procedures that we all need to follow in order to live together comfortably and conveniently. The Handbook also includes simple tips for avoiding major damage and repairs to your unit, and explains how some of the rules help to preserve the high quality of your property.

The Resident Handbook is not intended to be an exhaustive or complete summary of your responsibilities and obligations as an owner of KEY WEST. The information contained in this Handbook supplements, but does not supersede, the Disclosure Statement, Declaration, Rules and Regulations (including amendments thereto) (collectively the "Condominium Documents"). In the case of any disagreement between the Condominium Documents and this Handbook, the Condominium Documents shall govern. **Please send any suggestions or comments on this Handbook to handbook@timesgroupcorp.com.**

After you have moved in and had a chance to relax, we invite you to visit the Management Office and let them know how you are doing. The Property Manager is always pleased to answer your questions.

Thank you again for choosing KEY WEST. We're delighted you've arrived.

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IMPORTANT CONTACTS

MUNICIPAL ADDRESS FOR KEY WEST
36 Park Lawn Road
Toronto, Ontario
M8Y 0C1

BUILDING CONTACTS

Concierge	T: 416-201-0888 Ext. 204	
Times Property Management On-site Office	T: 416-201-0888 Ext. 201 E: keywest@timesproperty.ca	
Customer Care On-site PDI Office	T: 416-201-0888 Ext. 203 E: keywestcc@timesgroupcorp.com	
Times Property Management Head Office	T: 905-882-4275 E: info@timesproperty.ca	330 Highway #7 East, Suite 300 Richmond Hill, ON, L4B 3P8 www.timesproperty.ca

EMERGENCY CONTACTS

Emergency	T: 911	Fire, ambulance, police
St. Joseph's Health Centre	T: 416-530-6000	30 The Queensway Toronto, Ontario M6R 1B5
Police (direct)	T: 416-808-2200	22 Division 3699 Bloor Street West Toronto, Ontario M9A 1A2

OTHER CONTACTS

Toronto Hydro	T: 416-542-8000 E: suitemeters@torontohydro.com	Electricity sub-metering
Rogers Cable	T: 1-866-210-4059	Cable, internet, telephone
Bell Canada	T: 1-877-292-0877	TV, internet, telephone
The Brick	T: 1-877-353-2850	Appliances
Blomberg	T: 1-800-459-9848	Appliances
Sakura	T: 1-800-475-5473	Appliances
Tarion Warranty Corp.	T: 1-877-982-7466	New Home Warranty

EMERGENCY AND FIRE SAFETY

IN CASE OF EMERGENCY

For ambulance, call 911 directly. Then call the Concierge to secure an elevator.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- Leave the fire area immediately and close all doors behind you.
- Activate the fire alarm system using a manual pull station.
- Use exit stairwells to leave the building, if they are safe.
- Do not use the elevators.
- Once in a safe location, call the fire department at 911.
- Give the correct address, your name, and the location of the fire.
- Do not return to your suite until a fire official declares it is safe.

IF YOU HEAR THE FIRE ALERT SIGNAL (SLOW TONES)

- Remain calm and listen for instructions through your suite's communication system.
- Prepare to evacuate but do not gather belongings.

A list of residents who require assistance to evacuate the building is kept in the common fireman box. This includes residents temporarily disabled due to illness or injury. You must notify the Management Office if you or anyone staying in your unit may need help evacuating so that the Fire Department is aware in an emergency.

IF YOU HEAR A FIRE ALARM SIGNAL (FAST TONES)

- Remain calm.
- Evacuate building immediately; do not gather belongings.
- Before opening any door, feel the door and doorknob; if warm, do not open.
- If safe to proceed, close all doors behind you.
- Use exit stairwells to leave the building, if they are safe.
- Do not use the elevators.
- If you encounter smoke in the hallways or stairwells, use an alternate exit or return to your suite.

IF YOU CANNOT LEAVE YOUR SUITE OR HAVE RETURNED TO YOUR SUITE

- Close the door but leave it unlocked for firefighters.
- Close all windows.
- Dial 911 and tell the fire department where you are.
- Seal all cracks where smoke can get into your suite.
- Keep low to the floor if smoke enters the apartment.
- Listen for instructions through your suite's communication system.
- Remain calm and wait to be rescued.

After you move in, take a few minutes to locate the stairwells on your floor and the building's emergency exits. It doesn't take long and could save your life.

FIRE PREVENTION

The best way to prevent a fire is to avoid doing anything in your suite that creates a risk of fire. Also, do not allow anything that creates a risk of fire to be brought into your suite. In particular,

residents are required to observe the following rules:

- Do not store anything combustible, including propane or natural gas tanks, in your suite or in the building's common elements. (This includes your balcony, storage locker, parking space, and the hallway outside your door.)
 - Do not tamper with the sprinklers in your suite, including hanging lights or other items.
 - Do not overload or otherwise tamper with the electrical outlets in your suite.
 - Do not smoke in the building's common elements. If you smoke in your suite, extinguish all cigarettes completely. Never smoke in bed.
 - Regularly clean your dryer's lint trap, typically located in the ceiling above your dryer, to prevent the dryer from overheating.
- Barbecues are not permitted on your balcony or inside your suite.
 - Use only artificial, non-combustible Christmas trees.
 - Do not use kitchen appliances for drying clothes.

Under no circumstances should residents tamper with their suite's fire detection equipment. This includes while cooking, use your kitchen's exhaust fan to avoid setting off the fire alarm accidentally and please do not paint over any fire detection devices.

Fire prevention is much easier, and much less expensive, than repairing fire damage. Some damage can never be repaired. It's always better to take a few extra minutes to eliminate a risk of fire.

BUILDING ACCESS & SECURITY

RESIDENCE ACCESS

Residents enter the building using their key fob or remote control. To enter the underground garage, residents use their remote control.

- If you have two parking spaces, you will receive two remote controls.
- If you have one parking space, you will receive one remote and one key fob.
- If you have no parking space, you will receive two key fobs.

CARRY YOUR SUITE KEYS AT ALL TIMES

No Concierge Officer or Management Staff is permitted to open any suite door for any owner, occupant, or tenant.

KEYS & OTHER ACCESS DEVICES

Only owners may order additional or replacement keys and access devices.

Additional or replacement keys and access devices must be arranged through the Management Office. Residents are not permitted to make duplicates or replacements.

Residents must report lost keys or access devices immediately to the Management Office. Any lost access devices will be cancelled in the building's security system and replacements issued at the resident owner's expense. Lost keys may require a replacement door lock, also at the owner's expense.

Residents are not allowed to make their own keys or change their own locks because, in case of emergency, the building's master key must provide immediate access to all suites.

DOOR LOCKS

Residents are not permitted to add or replace the locks on the front door of their suite. This includes deadbolts, safety chains and any other device that prevents access to your suite.

Residents should report any suspicious person seen on the property to the Property Manager or Concierge Staff.

VISITORS ACCESS

Visitors must be buzzed in or report directly to the Concierge upon arrival.

For security purposes, visitors cannot enter the building without resident authorization. If you are not home, your visitor may not go up to your suite.

Visitors are not permitted to access or use the common elements and facilities unless accompanied by a resident.

CONCIERGE

The Concierge is on site 24 hours a day. The Concierge is primarily responsible for serving residents and keeping the building secure. A Concierge may not permit any visitors or service providers to enter the building without resident authorization. This is why the Concierge will request that guests call the suite they are visiting before being allowed inside.

Other duties of the Concierge include:

- Monitoring the video feeds from cameras placed throughout the building.
- Accepting resident packages and deliveries (as authorized).
- Issuing overnight parking permits.
- Completing building patrols.
- Reserving certain facility rooms.
- Completing guest suite check-in and check-out inspections.

When the Management Office is closed, the Concierge can assist residents with issues relating to noise, parking, and many other tasks.

The Concierge is required to do the following, and residents are asked to respect the Concierge in the carrying out of his or her responsibilities:

- Not allowing visitors, workmen or anyone else into the building unless a resident authorizes in-writing that entry.
- Having any vehicles that are improperly parked on the property tagged and/or towed.
- As authorized, accepting packages on behalf of residents, but without the Condo Corporation taking any responsibility for lost or damaged packages.

- Never accepting cash, keys, or any large or heavy items.
- If necessary, asking any visitor to leave the property or any resident to leave a common element.

ELEVATOR ACCESS CONTROL

To further enhance the security of the building, KEY WEST has included “elevator access control” to all the elevators. This security system restricts only authorized individuals to operate the elevator. Only individuals who hold a remote or key fob will be able to use the elevator for direct floor access. Visitors of KEY WEST will only gain access to the elevators with assistance from the Concierge.

YOUR SUITE AND THE COMMON ELEMENTS

Your suite is the part of KEY WEST that you own. The rest of KEY WEST consists of other suites and common elements. The common elements such as hallways, elevators, balconies, and recreational facilities are owned by the Toronto Standard Condominium Corporation of Key West and managed by the Condominium Manager.

The Condominium Manager is responsible for repairs, maintenance and management of the common elements on behalf of the Condominium Corporation, as well as certain in-suite features that affect the entire building.

If you have any questions about who is responsible for certain repairs and maintenance, please contact the Management Office.

DEFICIENCIES & WARRANTIES

There are two sets of warranties in a Condominium:

- In suite warranty for the homeowner, covering their home (everything within the suite to the backside of the drywall, or surface of the glass, but not the glass or the balconies).
- Common Element warranty for the condominium corporation, covering the shared areas, and exclusive use common elements of the building.

Common elements are covered from the date the Condominium Corporation is registered. Individual suites are covered from the day you take possession which is your Interim Occupancy date (please note that you will not actually get title to your unit until your unit closes).

Tarion coverage includes a two-year warranty for “Power Train” items. The builder ensures that there are no defects in the electrical, plumbing and heating delivery distribution systems. The “building envelope”, or in other words the walls

and roof of the building, must be free of defects in materials including caulking, windows and doors and that these materials prevent water penetration. Condominiums are warranted against leaks for two years, which includes all below ground areas such as parking garages.

In the event that you discover items that you may have overlooked during your Pre-Delivery Inspection (PDI) or that have surfaced since occupancy and that you feel should be addressed by Times Group Corporation, we ask that you follow the procedure outlined below:

On your interim Occupancy date, any damage noted should be documented immediately and Customer Relations notified in writing at keywestcc@timesgroupcorp.com within 24 hours.

In the event that there are outstanding PDI items, they can be transferred to your 30 Day Form. Feel free to let Customer Relations know, in-writing.

Anything requested that is of a Management nature will be referred to Property Management on your behalf.

Please note the following typical warranty exclusions:

- Excess window condensation and frost from your failure to ventilate or manage humidity in your unit
- Minor drafts at doors, windows and electrical outlets
- Plumbing fixture damage due to abrasive cleaners or careless use
- Countertop damage by excess water at joints/seams
- Natural wood color variation in cabinetry
- Color and texture variation in natural marble, slate, porcelain and ceramic

- Natural materials in kitchen countertops
- Damaged items not reported on Pre-Delivery Inspection (PDI) Form (see above)
- Alterations, deletions or additions made by the homeowner
- Secondary damage caused by defects under warranty. While the defects themselves are covered, the personal or property damage they cause is not. Often your homeowners insurance covers secondary damage.
- Defects in materials, design and work supplied by the homeowner
- Normal wear and tear
- Normal shrinkage of materials caused by drying after construction.

For a more detailed list of warranty exclusions please refer to the Tarion (formerly the Ontario New Home Warranty Program) website at www.tarion.com.

BASIC USE & MAINTENANCE

Residents are permitted to use their suite only for residential purposes. Suites may not be used for commercial or other non-residential purposes, or for any immoral, improper, offensive or unlawful purposes.

Certain parts of your suite are interconnected with the rest of the building.

Accordingly:

- Use toilets, sinks, showers, bathtubs and other parts of the plumbing for their intended purpose only. Do not dispose of garbage, kitty litter, animal waste, dust, or other debris down your drains.
- Do not pour food, fat, oil or grease down your kitchen sink. Disregarding this will cause built-up to accumulate in the drain pipes, which can lead to costly backups.
- Do not make any major changes to the plumbing, electrical, television cable or structure of your suite without the express written permission from the Condominium Board of Directors.

Residents are required to keep their suite in good condition. Please fix any damage promptly.

PEST CONTROL

Residents should keep their suites clean so that bugs, rodents or other pests do not infest their suite. This includes using covered garbage, recycling, and organic waste bins, emptying bins on a regular basis and not leaving food or other organic material uncovered in their suite. If you will be away for an extended period of time, ensure you dispose of all garbage before leaving.

Residents must notify the Management Office immediately if pests are discovered.

Dirty dishes are a common attraction for bugs and other pests. Keep your sink and dishes clean, as well as, load and run your dishwasher promptly to avoid this problem.

WINDOW COVERINGS

Uniform window treatments preserve the attractive appearance of KEY WEST's exterior. This, in turn, preserves the value of every resident's suite. Residents are not permitted to change the outside appearance of their windows by:

- Changing the colour or tint of their suite's windows, including using paint, foil, or decals.
- Installing screens, shutters, drapes, blinds, curtains, or any other window covering that differs from what came with your suite.
- Installing any sign or advertisement visible through the suite's windows.

Residents are permitted to install only white or off-white window linings, backings or coverings (including blinds or shutters) to the inside of their windows.

If you are thinking of changing your suite's window coverings or doing any other significant work to your suite, contact the Management Office to make sure that work complies with the Condominium Corporation's Rules and Regulations.

HUMIDITY & FLOORING

Humidity is the degree of moisture in the air. It is important to manage the humidity level of your suite to avoid expensive repairs.

TOO MUCH HUMIDITY: Most common in warmer months. Causes condensation, especially on windows, which can drip and pool causing drywall rot and mildew growth. Ventilate by opening a window, or running an exhaust fan.

TOO LITTLE HUMIDITY: Most common in colder months. Causes warping, shrinking or cracking in flat surfaces, especially wood flooring and furniture, and paint to chip.

An easy way to avoid humidity problems is to track humidity and use a portable humidifier or dehumidifier (note that your suite's air-conditioning unit will function as a dehumidifier). Use these to keep the humidity level in your suite between 40 and 50 percent throughout the year.

Other tips for avoiding excess humidity:

- Use exhaust fans whenever cooking or bathing.
- Keep all pots covered while cooking.
- Take cooler and shorter showers and open windows to increase ventilation.
- Reduce the number of plants in your suite.
- Do not leave wet clothes or towels around your suite.
- Periodically check your fans to ensure proper operation.

FLOOD PREVENTION & OTHER MAINTENANCE

FIRE SPRINKLERS: Do not tamper or paint over the sprinkler caps in your apartment, or use them to hang any items. Doing so could cause flooding or failure to work in an emergency.

WASHING MACHINE: on a regular basis, please inspect your hose connection to the washing machine. Make sure the hose is connected tightly and has not become worn. If the hose does appear worn, replace it immediately. When the washing machine is not in use, turn off the hot and cold water hose bibs.

DISHWASHER: Periodically inspect your dishwasher for water leaks. Check all fittings and hoses and replace any parts that appear worn.

WATER SHUT OFF VALVE LOCATIONS

- Kitchen faucet and dishwasher: Under the sink.
- Toilet(s): Behind the toilet.
- Washing machine: Inside the washer and dryer storage room.
- Bathroom faucet: Under the bathroom sink.

Do not leave water on the bathroom floor during or after showering. This may cause damage to your suite and a leak into the suite(s) below.

When you are moving in, take a few minutes to locate your suite's electrical fuse box and water shut off valves. This will save valuable time in the event of an emergency.

RULES & REGULATIONS

All residents of KEY WEST are provided with a copy of the Condominium's Rules and Regulations which pertain to the governance of the suites and common elements. Many, but not all, of these rules and regulations are summarized in this Handbook.

The Condominium's Rules and Regulations serve three important purposes:

- Preventing unreasonable interference with each resident's use and enjoyment of their suite and the common elements.
- Guiding the behaviour and responsibilities of residents and their guests when using the common elements, including pets, noise, parking, moving, fire safety, use of the party room and exterior grounds.
- Maintaining a living environment that is attractive to current and future residents of KEY WEST.

DAMAGES & VIOLATIONS: Any losses, costs or damages incurred by the Condominium Corporation as a result of a breach of the rules and regulations by any unit owner, resident or their guests, will be paid for by the unit owner whose resident or guest breached the rules causing the damage.

Unit Owners, Residents or their guests that are found in breach of a rule causing damage to the common elements shall be held responsible for cleanup and repair costs after damages.

APPLIANCES

Each unit comes with Eight (8) appliances: Fridge, Cooktop, Wall Oven, Dishwasher, Hood, Microwave, Washer and Dryer. All appliances come with a one (1) year manufacturer's warranty.

The warranty is effective the day of your interim closing (when you pick up your suite keys).

The management office cannot assist you regarding the appliances in your unit. If you have any questions or concerns regarding any of your

appliances, please have the following information ready:

- Unit Owner name
- Address
- Phone number
- Model/Serial number

And please call accordingly:

The Brick
Blomberg
Sakura

T: 1-877-353-2850
T: 1-800-459-9848
T: 1-800-475-5473

BALCONIES, PATIOS & TERRACES

RULES GOVERNING EXCLUSIVE USE

While residents have exclusive use of their balconies, that use is governed by rules established for the benefit of all residents.

The following are not permitted on any resident balcony or common terrace:

- Throwing anything off the balcony, including cigarettes and garbage
- Cooking or barbecuing
- Hanging or drying clothes
- Storage of bicycles, boxes, pet cages or any personal items
- Wind chimes, bird feeders or satellite dishes
- Shaking or beating any mops, brooms, rugs, beddings, etc.
- Planters must not be installed on the outer side of the balcony railing
- Anything that could disturb the quiet enjoyment of other residents

Residents are not permitted to erect any privacy screen or fence, awning or other screens on their patio or balcony. Nor may residents install any planter boxes or other landscaping features on their balconies or patios. Resident pets should not be left unattended on any patio, balcony or terrace and are not permitted to defecate or urinate on any such area.

PATIO FURNITURE: Only seasonal patio furniture is allowed on balconies and this must be secured at all times against high winds.

MAINTENANCE

Residents are responsible for maintaining their balconies and patios in good condition. Balconies must be neat, clean and tastefully decorated at all times. For patios, pre-existing landscaping features (patio stones, plants, planters, fences, etc.) installed when residents move in, will be maintained by the Condominium Corporation. Any other patio landscaping must be approved by the Condominium Board of Directors

DO NOT WASH YOUR BALCONY FLOOR WITH WATER. This will create an overflow that will leak onto the balconies of other residents and potentially cause damage.

Violating the rules governing exclusive use of your balcony will result in a fine.

Restrictions on what residents can do with their balconies and patios are intended to preserve the building's attractive appearance. KEY WEST's sleek, uniform exterior is part of its appeal to potential residents. Respecting these requirements increases the value of every resident's suite.

LEASING & TENANTS

Owners are permitted to lease their suites for residential purposes. It is in everyone's interest, owners leasing suites and other residents, that suites are leased to quality tenants.

An owner who leases their suite becomes a landlord. The lease agreement is solely between the owner/landlord and tenant and is governed by the Residential Tenancies Act.

Owners are responsible for making sure their tenants follow all of the Condominium's rules and regulations. Owners remain responsible for any damage caused by tenants and their guests to the suite and common elements. Owners also remain responsible for their portion of the Condominium's common expenses.

REQUIREMENTS

Owners must provide the Management Office with 30 days' notice of any tenant's move-in or lease renewal.

Before any tenant moves in, the owner must provide the following to the Management Office:

- Tenant Registration Package
- Tenant Information Form
- Executed copies of the Tenant's Undertaking and Acknowledgment (see below)
- Executed copy of the lease application and the lease itself
- Owner's address and telephone number during the period of tenant's occupancy

Copies of forms and documents required for leasing your suite are available from the Management Office.

Before any tenant moves in, the owner must provide the following to the tenant:

- Copy of the Declaration

- Copy of the Condominium Corporation's by-laws and rules

Any lease must be for a period of at least six months, and no tenant is permitted to sublet the suite to another tenant.

KEYS & COMMON ELEMENTS

Owners must request additional keys and access devices for their tenant. The Management Office will not issue keys or access devices to any tenant, even if the tenant loses keys or access devices. If your tenant loses his or her keys, you as the Owner should contact the Management Office to arrange new keys to be made.

Owners who lease their suites give up access to and use of the building's common elements.

Owners are responsible for repair costs for any damage to the suite or common elements caused by tenants and their guests.

RECOMMENDED PROCEDURES

If you are not using a real estate agency, the following steps will help you successfully lease your suite:

ADVERTISING: Advertise in places frequented by people you'd feel comfortable leasing to. If you do not want to lease to students, do not advertise in or around schools or universities.

MEET YOUR TENANTS: Arrange to meet face-to-face with potential tenants. Never lease your suite to people you haven't met.

CREDIT HISTORY: Avoid bad tenants by checking their credit history. Visit www.rentcheckcorp.com for information and assistance in conducting credit and other background checks.

INCOME AND EMPLOYMENT: Ask for proof of income and current employment. Make sure you understand how your tenant will pay their rent.

REFERENCES: Ask for employment and past landlord references, and make sure you follow up.

You can use a lease application to collect the foregoing information (credit history, income and employment information, and references). A good source for lease applications is www.lawdepot.ca.

DRAFT THE LEASE: If you've never leased an apartment before, a good source for creating residential lease is www.lawdepot.ca. Make sure you understand all the terms of the lease before you ask the tenant to sign. If you are at all unsure of how to proceed, you should contact a lawyer.

INSURANCE AND UTILITIES: Obtain a copy of the tenant's insurance policy (see next section) and confirmation that utilities have been switched into the tenant's name (if applicable).

TENANT'S UNDERTAKING AND ACKNOWLEDGEMENT: To ensure your tenant abides by the Condominium's rules and

regulations your tenant must sign an undertaking containing the following language:

"I acknowledge and agree that I, the members of my household, and my guests from time to time, will, in using the unit rented by me and the common elements, comply with The Condominium Act 1998, S.O. 1998, as amended, as well as the declaration, by-laws and rules of the condominium corporation during the entire term of my tenancy, and will be subject to the same duties imposed by the above as if I were a unit owner, except for the payment of common expenses, unless otherwise provided by The Condominium Act 1998, S.O. 1998, as amended."

In connection with this undertaking, you must provide your tenant copies of the Condominium's Declaration, by-laws, rules and regulations. Also consider providing your tenant with a copy of this Handbook.

MOVE-IN REPORT: Conduct an inspection of the unit with the tenant before they move in. Note any deficiencies and damaged items. Indicate the number of keys and access devices being provided. You and the tenant should both sign this list and each keep a copy.

INSURANCE

REQUIRED FOR RESIDENTS

The Condominium Corporation's insurance does not cover the personal contents of your storage locker unit, parking unit, or suite. Nor does it cover upgrades in your suite. Accordingly, residents are required to obtain the following kinds of insurance:

ALL-RISKS INSURANCE COVERAGE: Should cover the replacement cost of any additions, upgrades and improvements to your suite, including flooring. (Refer to Appendix "A" to by-law #1, the "standard unit definition", for more details.)

Make sure your insurance coverage covers the contents of your storage locker.

PROPERTY DAMAGE INSURANCE: Should cover the furnishings, equipment and personal property in your suite, as well as any automobiles or bicycles stored in the building.

PUBLIC LIABILITY INSURANCE: Should cover any injury or damage suffered by any guest or invitee while inside your suite.

ADDITIONAL INSURANCE: Covering the deductible amount payable under the Condominium Corporation's master insurance policy.

RECOMMENDED FOR RESIDENTS

In addition to the required types of insurance, residents are strongly encouraged to obtain the following coverage:

LOSS OF OCCUPANCY: Additional insurance to cover your living expenses if you are forced to leave your suite for any insurable reason.

SPECIAL ASSESSMENTS: Insurance against any special assessments assessed against resident by the Condominium Corporation.

CONTINGENT COVERAGE: Against the risk that the Condominium Corporation's insurance is inadequate to cover any particular damage or injury suffered by a resident.

You are responsible for insuring any and all floor coverings in your suite, including the floor coverings in place when you moved in. The Condominium Corporation's insurance only covers your suite's concrete floor slab.

AMENITIES

KEY WEST contains a variety of high quality recreation facilities for use by residents and their guests. The recreation facilities include:

- Multipurpose room (Party room)
- Exercise room
- Yoga room
- Game room
- Library
- Outdoor Amenity Terrace
- Guest suite

To keep the facilities safe and in good condition for all residents, please familiarize yourself with the following guidelines:

GENERAL RULES

The following rules apply to all recreational facilities:

- No child under the age of 16 may use any facilities unless accompanied by an adult.
- Residents are permitted two guests in their recreation facilities (except Multipurpose Room), and a resident must accompany guests at all times.
- Facilities may not be used for commercial activities.
- Signage in each facility room provides specific rules and regulations. Please review these before using any part of the facility.
- Failure to follow any facility rules may result in loss of facility privileges.

For hours of operation, please check in with the Property Management Office or the Concierge Desk in the lobby area.

MULTIPURPOSE ROOM

RESERVATIONS: Residents may reserve the multipurpose room (the “party room”) on a first come, first served basis by contacting the Management Office.

To confirm their reservations, residents must complete the Party Room Agreement Form and submit three separate cheques:

- Damage deposit (refundable)
- Cleaning fee (non-refundable)
- Security fee (non-refundable)

The completed form and cheques must be deposited with the Property Manager at least 14 days (two weeks) before the date of the party. Otherwise the reservation will be cancelled.

USE: The party room’s maximum capacity is set by the fire code. Residents cannot exceed this capacity, which is stated on the Party Room Agreement Form.

Residents are responsible for any noisy raucous behavior in and around the party room that disturbs the quiet enjoyment of other residents and their guests. Residents may not permit any illegal activity in around the party room or anywhere on the property.

Use of the party room is restricted to the room itself and the adjacent washrooms. The rest of the building is off-limits, and no food drink is permitted outside the party room.

While the party room reservation includes cleaning fee, residents are responsible for collecting all garbage in the room prior to the final inspection.

The party room may not be used for private moneymaking or commercial events.

In order to keep the party room attractive for all residents, you may not affix any decorations to the furniture, walls or ceilings.

EXERCISE ROOM

Please observe the following rules and regulations:

- Dress in suitable attire: track suits, shorts, shirts, and athletic shoes. No street clothing or open-toed shoes.
- Headsets must be worn with any audio equipment.
- Cell phone conversations are not permitted.
- Do not drop or bang weights, and re-rack all weights after use.
- Wipe down all equipment prior to and after use.
- Do not bring glass containers or food into the exercise room.
- During busy times please limit use of machines to 30 minutes.
- No paid personal training by a resident for their clients is permitted in the exercise room.

GAME ROOM

Please observe the following rules and regulations:

- Do not sit on the billiard table nor attempt to jump balls.
- Reservations are for one hour and can be made through the Concierge.
- Radios, stereos, food or beverages are not permitted in the billiard room.
- Residents are requested to sign-in at the Concierge prior to using the game room.

LIBRARY

Please observe the following rules and regulations:

- Turn all cell phones to silent mode, and leave the library to take or make any calls.
- Do not converse unless you are not disturbing others.
- Use headphones instead of your laptop's speakers.
- Only bottled water is permitted in the library (no other food or beverage).

- Do not use ink bottles, liquid correction fluid, or other substances that could potentially damage furniture, books or library materials.

GUEST SUITES

KEY WEST offers one guest suite. Overnight guests have access to their room, the recreation facilities (with resident accompaniment) and overnight parking. Reservations are made with the Management Office on a first come, first served basis.

Residents must complete a Guest Suite Agreement and submit two cheques:

- Damage deposit (refundable)
- Fee for each night's occupancy

Guests are not permitted to smoke and/or have pets in the guest suite. As always, residents are responsible for their guest's behavior.

OUTDOOR AMENITY TERRACE

The Outdoor Amenity Terrace is only for the uses of unit owners, tenants, and guests. Because the terrace is shared space, consideration of other users is required.

The Outdoor Amenity Terrace is not designed for athletic use. Please refrain from active physical activity.

No pets are allowed onto the terrace for any reason.

No film or photo shoots are permitted on the Outdoor Amenity Terrace.

The Outdoor Amenity Terrace is a Non Smoking Area.

BBQ's: Residents must complete all BBQ reservations at the concierge front desk. A clean up deposit cheque must be submitted at the time of your reservation. The deposit will be refunded if the BBQ station and surrounding area is left

clean and in the same condition as prior to the reservation. Failure to meet any of the clean up requirements will result in forfeiting the deposit.

YOGA STUDIO

All owners, residents and/or tenants are invited to use the yoga studio to work towards a healthy and peaceful body. Practicing yoga builds strength and allows you to focus on stressed joints and muscles while maintaining awareness of your breathing.

When using the yoga studio, please be considerate and respect others.

ARRIVAL: Upon entering into yoga studio, shoes must be removed. Start settling in and start

letting go of your day and your thoughts. Do a few warm up stretches, practice a few poses, or just lay down in a resting pose.

BE PREPARED: Please bring a towel and water bottle. Leave your cell phones turned off and settle into your space quietly without disturbing others.

Quiet PLEASE: Please use a quiet tone of voice. Once you step inside the studio you are expected to be silent and refrain from chatting with others.

PERFUME/COLOGNE: Please refrain from using any perfumes, colognes, lotions or body sprays.

ATTIRE: Suitable attire must be worn at all time.

ELEVATORS & MOVING

Residents must reserve the elevator for all moves and large deliveries (e.g., furniture, home electronics, etc.). Reserving the elevator helps moves and deliveries go smoothly and reduce the disturbance caused to other residents.

New residents are required to register with the Management Office before reserving the elevator.

Bicycles may not be taken on any elevator, not even the service elevator. Bicycle parking is available in the parking garage and accessible through the use of the parking ramp. Cyclists have to buzz the Concierge to access to the parking garage and walk the bicycle down the ramp.

RESERVING THE ELEVATOR

To reserve the elevator, contact the Management Office and complete the Elevator Reservation Agreement. A deposit is refundable provided there are no damages caused to the elevator and common elements.

Residents are responsible for requesting both a pre and post-move inspection of the elevator and common elements from the building's Concierge staff. Your damage deposit cannot be refunded without both of these inspections completed.

Do not move anything in the service elevator without the proper elevator blankets in place to prevent damage.

RESERVATION TIMES: The service elevator may be reserved only between 9am and 8pm, Monday to Saturday. The elevator may not be reserved on Sundays or holidays. The maximum length of reservation is 3 consecutive hours.

MOVING IN/OUT

All residents must register with the Property Manager before moving into their suite.

Do not leave unwanted furniture in the moving room. Abandoned furniture will be removed and disposed of at the resident's expense.

COMMON ELEMENTS & QUIET ENJOYMENT

COMMON ELEMENTS

The common elements of KEY WEST are comprised of essentially everything other than your suite. Common elements include hallways (including the outside of your suite's door), elevators, the multipurpose room and recreation center, the parking garage, and any other areas where individual residents do not have exclusive access.

In respect of the common elements, residents are not permitted to:

- Cause any damage, including littering.
- Remove any equipment or furniture.
- Make any alterations, including painting or decorating the exterior of suite doors and windows.
- Store or otherwise leave anything, including shoes, boxes, and furniture, cleaning supplies, and garbage.

Residents are not permitted to affix doorbells, knockers, or religious symbols or decorations to the exterior of their suite.

Restrictions on resident use of common elements are designed to preserve the building's attractive appearance. KEY WEST's high quality common elements are part of its appeal to potential residents. Respecting the common elements increases the value of every resident's suite.

QUIET ENJOYMENT

Residents and their guests are not permitted to use suites, balconies and common elements in a way that disturbs the quiet enjoyment of other residents and guests. This includes allowing noise or odours to travel between suites.

Please keep noise to a minimum between 10pm and 8am, daily.

The Condominium Corporation's Board responds to nuisance complaints. Residents may notify the Concierge and Property Manager to lodge a noise complaint. All complaints are brought to the attention of the Condominium Corporation's Board and multiple infractions can result in a fine.

In general, residents and their guests should do the following to preserve everyone's quiet enjoyment:

- Avoid scheduling repairs or renovations outside normal working hours. Do not vacuum early or late in the day.
- Avoid loud music, especially during late or early hours.
- Do not allow entertainment to spill into hallways or other common elements.
- If your dog barks use a no-bark collar or other device.

Residents are not permitted to host auction sales, private showings or other public events in their suites or the common elements. Open house for real estate agents in connection with a sale of a suite is permitted.

PARKING

RESIDENT PARKING

Resident vehicles must be registered with the Management Office. Only passenger vehicles, motorcycles, station wagons, minivans and small trucks may be parked in the parking garage.

Parking units cannot be used for storage of any kind, including the storage of tires, bicycles, cans, bottles, tools, containers or garbage.

Residents are not permitted to use their parking space for storage, vehicle repair or service (including washing), or any other activity besides parking.

Residents are permitted to park in their designated space only. Parking in any other space (including visitor parking) will result in the vehicle being tagged and/or towed at the vehicle owner's expense.

Please display your parking sticker at all times. If another vehicle is parked in your space, please inform the Concierge for possible assistance.

Residents are required to keep their parking space clean, including any oil, grease and gas leaks. Maintain and check your vehicle regularly.

HANDICAPPED PARKING: Only visitors with handicapped parking permits displayed on the dashboard may park in a handicapped visitor space.

OWNERSHIP OF YOUR SPACE: Only current suite owners may own parking spaces. You can lease your space only to another resident or the Condominium Corporation. Any parking leases must be registered with the Property Manager.

VISITOR PARKING

Visitor parking is located on the surface level and on the P1 level of the underground parking garage. Residents are not allowed to park in visitor parking spaces.

Visitors must register their vehicle with the Concierge. Residents are responsible for making their visitors aware of parking rules. Additional visitor parking restrictions may apply and residents/visitors must comply with any rules and posted signage.

Overnight parking permits are required for visitors parking between 2am and 7am. Permits are available from the Concierge, and must be displayed on the parked car's dashboard. Only seven overnight permits will be issued per suite per month, and no single permit can be longer than three consecutive nights.

Visitor parking stalls for the residential component of this property are shared with the commercial component, and that each visitor and commercial parking stall will be individually signed for the exclusive use of residential visitors between the hours of 7:00pm to 8:00am, seven days a week.

PROHIBITED PARKING

No one may park in the following locations:

- Fire zones
- Traffic lanes
- Delivery and garbage areas
- Common roadways

All drivers must obey posted speed limits.

No vehicles with propane or natural gas engines may be parked in the parking garage.

No commercial vehicles, trailers, boats, snowmobiles, machinery or equipment of any

kind (including bicycles) may be left in parking spaces.

The Management Office may require any resident to remove any vehicle from any parking unit, on 72 hours written notice, if that vehicle poses a security or safety risk reason of its length of unattended stay, physical condition, or appearance.

Failure to follow any of the Condominium's parking rules will result in vehicles being tagged and towed at owner's expense.

Please do not assume that you will not receive a fine for unauthorized parking. If you are unsure or have a question, please contact the Management Office or concierge.

ENTERING THE UNDERGROUND PARKING GARAGE

- Do not attempt to follow another vehicle into the garage while the door is open.
- To avoid garage door collisions, only one vehicle should enter at a time.
- Activate your remote control prior to entering the garage to avoid damage to the garage door.
- Activate your remote control even if the garage door is open.

LOCKERS & BICYCLES

LOCKER STORAGE

Most residents have a designated storage locker located on one of the underground parking levels (P2, P3 or P4).

For safety reasons, you may not store anything outside or on top of your locker.

In case of emergency, the Condominium Corporation has the right to cut your lock and relocate items inside your storage locker. Residents will be notified of the reason and purpose of the emergency relocations.

If you occupy another resident's locker by mistake, the Condominium Corporation has the right to cut your lock and relocate your items.

OWNERSHIP OF YOUR LOCKER: Only suite owners may own lockers.

Generally speaking, you cannot store anything in your locker that you could not store in your suite, especially fire hazards like propane or natural gas tanks.

You can lease your locker only to another resident or the Condominium Corporation. Any

leases must be registered with the Management Office.

BICYCLE PARKING

Bicycle storage rooms and racks are located on the ground floor, and Level P1 of the underground parking garage.

All bicycle racks are available on a first come, first served basis. The Condominium Corporation takes no responsibility for any loss or damage caused to bicycles stored anywhere on the property.

Residents and visitors are required to register their bicycle(s) with property management and display a numbered tag on each bicycle for ease of reference by property management.

Residents and visitors are required to provide their own bicycle lock.

Resident's bicycles may be stored only in the storage rooms or the resident's storage locker. The storage rooms are for working bicycles only. Only bicycles may be stored in the bicycle storage rooms.

Under no circumstances should bicycles be stored on balconies, patios, or elsewhere on the property grounds.

UTILITIES & SUB-METERING

INDIVIDUAL SUITES

Individual suites in KEY WEST utilize a sub-metering system for utility consumption (hydro).

Sub-metering involves measuring each suite's utility consumption and charging residents only for what they use. This makes it easier for residents to control their utility consumption and reduces the incentive for over-consumption.

HOW SUB-METERING WORKS: The Condominium Corporation pays a bulk utility bill for the entire KEY WEST community less the consumption for the suites. All residents are separately invoiced for their suite's consumption of electricity.

Sub-meter readings are taken daily and residents are invoiced to their suite address. Your invoice will show detailed usage breakdowns so that residents can see exactly what they are paying for.

WHO HANDLES THE BILLING?: Toronto Hydro-Electric System Limited processes the billing for all units. Toronto Hydro-Electric System Limited's Customer Call Centre is available to answer

questions about your invoice, the accuracy of your sub-metering system, and how sub-metering works.

SETTING UP YOUR ACCOUNT: When you move in, please contact your service providers to open an account and discuss payment options. You will also need to complete a Resident Billing Service Agreement, available from the Management Office.

FINAL METER READING: Residents must notify Toronto Hydro-Electric System Limited in the event that service is no longer required. Please contact Toronto Hydro-Electric System Limited at least ten business days before your moving date to arrange for a final meter reading.

COMMON ELEMENTS

Utility consumption in the common elements (e.g., hallways, multipurpose room, recreation facility, etc.) is bulk metered and included in the Condominium Corporation's common expenses.

WATER BILLING: The cost of water consumption of each unit is paid through the monthly common element fees paid to the Condominium Corporation by the unit owner.

COMMON BUILDING SERVICES

Certain parts of your suite are connected with other suites throughout the building. This means that problems with these components can have serious consequences for other residents living around you.

To reduce the chances of this happening, the Condominium Corporation has designated service personnel for repairing these parts of every suite.

FAN COIL UNITS

A fan coil unit provides heat and air-conditioning service to residents of high-rise units.

The fan coil unit is located behind a panel in the wall of your suite. At the bottom of the wall is an air filter intake vent and above this, inside the wall, is the motor for the fan. A thermostat, located on a wall of your suite, controls your fan coil.

Please do not put furniture in front of your fan coil unit. Doing so will restrict airflow into and out of the unit, which is hard on the motor and can result in costly damage.

REGULAR AND EMERGENCY MAINTENANCE: In order to ensure the fan coil units function properly and efficiently, maintenance to the internal components is required twice per year. The Condominium Corporation will carry out this maintenance on residents' behalf and include the cost in its operating budget. If any fan coil repair work is needed, the work must be arranged by the Condominium operation and paid by the unit owner.

If you discover a problem with your suite's fan coil unit, contact the Management Office immediately. Other than regularly checking your condensation drip pan, residents should not tamper with their fan coil units.

Occasionally Property Management will request that any furniture be moved away from your fan coil unit (approximately 4 feet) in order to provide access for repair or general maintenance. No owner wants to return to their unit with scratches or damaged furniture so please do ensure you comply with these requests. Failure to do so may result in the need to reschedule, and potentially a rescheduling fee.

DRIP PANS: Each fan coil unit contains a drip pan that collects condensation from the fan coil and drains it away. If the drain line becomes clogged, the drip pan could overflow and cause damage, both to your suite and those suites that share your drain line.

Residents should regularly check their drip pan to make sure it is draining properly. To check your drip pan, remove the panel and inspect the pan for sitting water. If the drip pan contains no water, please re-install the panel back into the wall.

If there is standing water in the drip pan or the line is clogged, you should contact the Management Office immediately.

Regular inspection of your suite's condensation drip pan protects not just you but other residents from unnecessary water damage.

CLIMATE CONTROL

INDOOR AIR QUALITY

A tightly sealed building is more efficient and requires less energy for heating and cooling. However, it also prevents certain airborne pollutants, such as dust, pollen, and germs, from being forced out of the building. This requires a building to balance energy efficiency and air quality.

Fortunately, there is a simple solution: to maintain good quality air inside your suite, we recommend that residents use a portable high quality air filtration system. A variety of systems are available for different room configurations and budgets.

Remember to regularly change your filtration system's filter in order to ensure maximum effectiveness.

ROOM TEMPERATURE

In addition to your unit's fan coil, there are steps residents can take to manage the temperature inside their suite. These steps are especially useful for residents looking to reduce their utility consumption.

- Avoid putting furniture in front of any vents in your suite. This impedes airflow and circulation.
- Keep your blinds open during the winter to allow sunlight to heat your suite.
- Keep your blinds drawn during the summer to keep your suite shaded and reduce strain on your air conditioning.
- As much as possible, use appliances (including your oven, dishwasher, washing machine and dryer) during the coolest part of the day. Typically this is in the evening.

If you have any questions about climate control in your suite, please contact the Management Office.

WASTE MANAGEMENT

Every corridor floor contains a disposal chute for resident garbage and recycling. Use the controls next to the chute to ensure your garbage and recycling is properly deposited in the garbage room.

The disposal chute may be used between 8am and 10pm daily. Outside of these hours please bring garbage and recycling to the garbage room located on the main floor.

Do not leave anything in the disposal room. Improper use of the disposal system will be charged back to the unit owner.

If you find the disposal chute inoperable during normal hours, please inform the Concierge staff.

THE TRI-SORTER SYSTEM: The Tri-Sorter System sorts resident garbage, organics and recycling. A control panel next to the disposal chute offers a choice between three waste streams: garbage, organics and recycling. Your choice allows the sorter to automatically direct waste to the appropriate bin in the garbage room.

GARBAGE & ORGANICS

Do not throw loose garbage, kitty litter or animal waste down the disposal chute. All garbage must be bagged and tied.

Do not leave garbage in the disposal room.

Do not throw burning cigarettes, cigars, ashes, or other fire hazards down the disposal chute.

RECYCLING

Do not throw loose newspapers, magazines or bottles down the disposal chute. All recycling must be properly bagged and tied.

Do not throw glass bottles or anything breakable into the disposal chute. These items must be properly sorted and deposited in the garbage room located on the main floor.

Cartons, pizza boxes and other large items must be broken down and deposited in the garbage room located on the main floor. Do not attempt to force any items down the chute that are too large for the opening as this could cause an obstruction in the chute and damage to the compactor equipment.

Finally, do not throw old clothing, bedding or towels down the disposal chute. These items will get caught in the chute itself and will require a billable service call to clear them.

Improper use of the disposal chute affects all residents. Garbage and recycling that gets stuck in the chute creates mess, odours and pests, and requires a service call.

PETS

PERMITTED PETS

Residents are permitted two pets per suite, but only of the following kinds:

- Canary, budgie or other small bird, kept in a cage at all times.
- Hamster, gerbil, guinea pig, mouse or rabbit, kept in a cage at all times.
- Turtle, kept in a closed container at all times.
- Fresh or salt water fish aquarium.
- Small dog or cat (excluding pit bulls, Dobermans, mastiffs, Rottweiler's or any similar guard-type dog).

Permitted dogs and cats also must be small enough, in weight and size, to be carried easily throughout all of the building's common elements. Any guide dog or service animal is expressly permitted.

Any pet not in the above list (including reptiles, rodents, livestock or fowl) is prohibited.

PETS AS NUISANCE

Any pet deemed a nuisance by the Condominium Board or Property Manager must be removed, permanently, from the building. Owners will be given two weeks' notice, at the end of which their pet must be removed permanently from the building.

If a pet defecates, urinates, or sheds in any part of the building's common elements (including hallways) and its owner fails to immediately clean up the mess, that pet may be deemed a nuisance.

Other nuisances caused by pets:

- Barking, growling or otherwise making excessive noise that disturbs other residents.
- Damaging common areas or resident property.
- Causing unsanitary, dangerous or offensive conditions, including strong odours.
- Chasing, jumping on or running after other people.
- Attacking, biting, snapping, injuring or threatening another person or pet.
- Grooming your pet in a common element or failing to clean up after your pet has shed in a common element.

All pets must be carried through interior common elements (including hallways).

Service and emotional support animals provide assistance to a person with a cognitive, physical or emotional disability. Exceptions to all rules regarding pets are available to any resident owner, tenant or visitor who requires a service animal while residing or visiting KEY WEST. Please register your assistive animal with Property Management or the Concierge and keep your assistive animal harnessed at all times while passing through any common area.

Not everyone likes pets, and not everybody thinks the same pet behaviour is playful. The way your pet plays with you may frighten other residents. Keep your pet under hand-held control at all times.

MAIL BOXES & MAIL DELIVERY

Each suite will have a designated mail box located in the mail room on the ground floor of the building. Only representatives of Canada Post are permitted to deliver mail to these boxes.

The Corporation does not have additional keys to the mailboxes. Mail keys are able to be duplicated at a local key shop. Should you lose your mail keys or wish to have your mail box lock changed, Owners are required to contact the Condominium Corporation's designated locksmith on their own and at their own expense. The Property Manager or concierge can provide you with the appropriate contact.

If you will be away for an extended period of time please contact Canada Post directly to hold your mail or make alternative arrangements with family or friends for your mail to be picked up for you.

ACCEPTANCE OF PARCELS, COURIER MAIL & SMALL PACKAGES:

For your convenience, the Concierge is able to accept small parcels, courier mail and small

packages on resident(s) behalf, however all items must be:

- Picked up within ten (10) days of delivery due to limited storage
- No more than 22lbs in weight to prevent potential injury to staff
- Cannot exceed the approximate size of: 40cm x 50cm x 65cm or 15" x 20" x 25". (Approximately the size of a box of copy paper)

In order for the Concierge to receive packages on your behalf, please fill out a Parcel Waiver form.

No Registered Mail or Registered Parcels shall be accepted by Concierge, Property Management and Staff.

Without a signed "Parcel Waiver" form neither the Concierge nor Management can accept any of the above noted items on your behalf.

BUILDING STANDARDS

COMMITMENT

Times Group Corporation a BILD Green High-Rise Builder of the Year. The award recognizes Times Group’s commitment to sustainability and the adoption of green construction practices and technologies for all Times Group projects.

KEY WEST is expected to be among Toronto Green Standard – Tier 2 Buildings. We hope you enjoy the difference Toronto Green Standard Tier 2 makes.

ENERGY EFFICIENCY

- Double glazed, Low-E windows filled with argon gas to provide added comfort and reduce heating and cooling costs.
- High pressure, low-flow showerheads to reduce energy consumption for domestic hot water without sacrificing bathing comforts
- Energy Star™ appliances to reduce electricity use
- Sub-metering for individual allocation of costs
- Best Practices Commissioning of major mechanical equipment by third party energy management firm to ensure that systems operate at optimal performance levels
- Occupancy sensors on lighting in non-essential common areas (multipurpose room, exercise room, game room, library, hallways, lockers, mechanical room)
- CO monitors in the parking garage to activate air-handling equipment when needed (versus around-the-clock) saving money on fan operation

- On-site treatment of storm water to remove particulate matter

INDOOR AIR QUALITY

- Continuous fresh air provided directly to occupied units
- Interior latex-based paints, adhesives & sealants certified by the Environmental Choice Prorate ensure ultra-low emissions of volatile organ compounds (VOCs)
- Indoor Air Quality management plan during and after construction to ensure healthy living space when you move in and for the life of the building
- Adhesive-free hard surface flooring for easy maintenance to remove dust and allergens and reduce off-gassing
- Best practice ventilation and air sealing practice to eliminate transfer of tobacco smoke between suites

WATER EFFICIENCY

- Low flow, high-pressure showerheads and faucets
- Dual flush water efficient toilets
- Water efficient landscaping and storage of rainwater to eliminate consumption of potable water for irrigation
- Front loading Energy Star™ washing machines (use less water and detergent)

OTHER ENVIRONMENTAL FEATURES

- Walking distance to public transportation
- Diverting construction waste to reduce landfill loads
- Recycling facilities that permit convenient separating and disposing of recyclables
- Additional secure bicycle storage spaces that are conveniently located

THE KEY WEST CLUB

