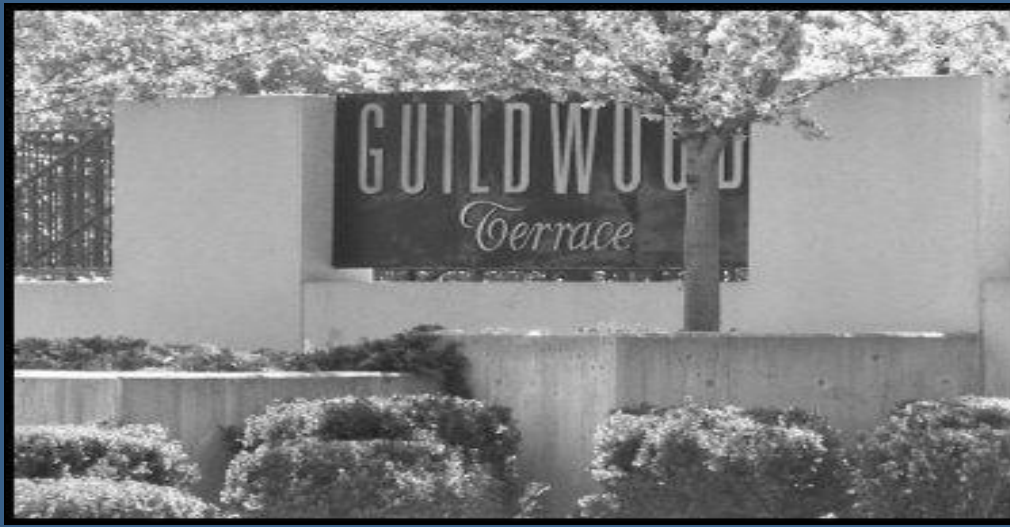


# Guildwood Terrace Times



## BOARD OF DIRECTORS

Bob Masich – President  
Dolores Bertin – Vice President  
Jennifer Barriage – Treasurer  
Magdalena Tsakaloglou – Secretary  
Claire Tolkas – Director

## PROPERTY MANAGER Dianna Owen

## President's Message – Bob Masich

Thank you to all residents that attended our December 7 Budget Meeting. We hope you found the presentation informative. We appreciate the feedback you provide us both at resident meeting and throughout the year. We encourage all residents to share their ideas with us. Please leave your comments for the board at the office.

On behalf of the entire board, management and staff, I wish you all a very happy New Year.

## Staffing Changes

We welcome Dianna Owen as our new Property Manager. Dianna comes to Guildwood Terrace from another GPM managed building. If you have not already done so, please stop by the office and introduce yourself to Dianna.

In order to provide an improved level of service to our residents we have changed our superintendent structure. Fernando is now our live in superintendent for Tower A. Tony is now our superintendent for Tower B. Although Fernando and Tony have specific responsibilities you will notice they will continue to work together on many common responsibilities. We welcome Kathy to Guildwood Terrace. She joins Josefa on our cleaning team.

Our final staffing change is with our office staff. We have eliminated the site administrator position and as such Barbara Cooper is no longer a member of our staff. We wish Barb all the very best in her future endeavors.

---

## Welcome!

Welcome all new residents to Guildwood Terrace. We hope you enjoy living at your new home. Please stop by the management office, consult our website or talk to your neighbours to learn about all the amenities available to you as a resident.

## Superintendents

Fernando – Building A  
Tony – Building B

## Office Hours

Monday – Thursday 8:30 – 1:00,  
2:00 – 4:30  
Friday 8:30 – 1:00, 2:00 – 3:30

## *Highlights*

- *Frequently Asked Questions*
- *Email Notifications & Action Alerts*
- *Common Element Fees*
- *Emergency Preparedness*
- *Reminders*
- *Operational Policies*
- *Reduce, Reuse, Recycle*



## Projects

### Completed

- Expansion Joint Repair
- Roof Repair over recycling room
- Reserve Fund Study

### In Progress

- Front Entrance Awning

### Planned for 2017

- Make-up air units
- Booster Pumps
- Relining Hot Water Tanks

## Frequently Asked Questions about Guildwood Terrace

### How often are our elevators inspected?

Our elevators are inspected monthly by Direct Elevator Service Ltd. As part of their monthly service they maintain log books for each elevator. These log books are available for inspection by TSSA (Technical Safety & Standards Authority), an arm's length organization created by the province of Ontario to manage elevator inspection, safety and maintenance issues.

### Are Carbon Monoxide (CO) Alarms mandatory in our units?

The Ontario Fire Code requires all Ontario homeowners to install carbon monoxide alarms in homes that contain a fuel-burning appliance, fireplace or attached garage. Condominium buildings with a service room containing a fuel-burning appliance must have CO alarms installed in the service room and outside sleeping areas of all residential suites located directly above, below and beside the service room. Condominium buildings that have a garage must have CO alarms installed outside sleeping areas of all residential units located directly above, below and beside the garage.

### What are the hours of the library?

The library is open daily from 9 AM to 11 PM. If access to the library is needed beyond these hours, please contact the concierge.

### Are visitors permitted to use the common elements?

Visitors are permitted to use the common elements only when accompanied by a resident owner or occupant. Visitors are required to follow the rules and the resident owner or occupant assumes responsibility for the behavior of their visitor.

### Is smoking permitted in the common elements?

Smoking is not permitted in any common element area except outside the building. We ask all residents and visitors to adhere to the City of Toronto by-law stating, "No Smoking within 9 meters of Building Entrance/Exit."

### Are AirBnB's permitted at Guildwood Terrace?

AirBnB's **are not** permitted at Guildwood Terrace. Our declaration states that "Each Dwelling Unit shall be occupied and used only as a private single family residence and for no other purpose".

### Is extra help available to residents during times of emergency?

The office maintains a list of residents who may need help in the event of an emergency. If you wish to be added to this list please contact the management office.

## Email Notifications and Action Alerts



### We heard what you said, and we are delivering!

#### Action Alerts:

Action Alerts that have traditionally been filled out at the front desk can now be filled out by e-mail. If you have an Action item feel free to e-mail the office at: [management@guildwoodterrace.com](mailto:management@guildwoodterrace.com)

#### Email Notifications:

We are now able to send you email notifications (including newsletters) once you register your email with the management office. With email notification, you are less likely to miss a notice and will not have to worry about checking bulletin boards for new announcements. They will automatically be sent to your inbox.

## Common Element Fees Explained

Common Element Fees are the monthly fees charged to all owners. The money collected from the fees is used to pay the bills for the day to day operations of our condominium and for the future planned major expenditures from our Reserve Fund. The annual budget the board of directors approves breaks down how this money will be spent. The audited financial statements show exactly where the money is spent.

A popular question that is asked is, how do our common element fees compare with other condominium fees? Before this question can be answered it is important to understand that not all condominiums have the equipment, the same amenities, the same staff structure. In addition the buildings may vary significantly in age, design, construction and the number of units. In addition, all utility costs at Guildwood Terrace are paid out of the Common Elements. Several of the newer condos on the market have utility costs paid directly by the unit owners. While this would significantly reduce the Common Element Fees, the unit owners would be required to pay these costs directly to the utility suppliers.

Guildwood Terrace is approximately 25 years old. As you can imagine, buildings that are 25 years old, typically require more maintenance and repair than buildings that are much younger. While I do not have statistics to quote, I'm told that some of the newer condo building while being built to the present Building Code, are not built to the same quality standards of Guildwood Terrace.

When we purchased our units at Guildwood Terrace we bought into the entire package that includes: 24 hour concierge service, 24 hour swimming pool and exercise room, whirlpool, sauna, squash court, tennis court, library, games room, billiards room, media room, party room, gated courtyard, barbeque area, children's play area, 99 visitor parking spots, a secured bicycle lockup area, a seasonal car wash, a pet friendly building and a full time on site property manager.

Our declaration assigns a % of Common Interest and % Contribution to Common Expenses for each unit. The Common Element Fee you pay is calculated by multiplying your % by the total Common Element Fees in the budget. As an example if the % for your unit is 0.30% and the total Common Element Fees for 2017 is \$3,401,604 your monthly Common Element Fee would be \$836.87.

To better understand how your monthly Common Element Fees are spent, let's look at a unit at Guildwood Terrace that has a monthly Common Element fee of \$954.04.

- Utilities (Hydro, Heating, Water and Garbage Pick-up) - \$377.61
- Reserve Fund Contribution - \$270.76
- 24 hour Concierge Service - \$56.96
- Superintendents and Cleaners - \$54.93
- 24 hour Management Fees - \$44.86
- Heating/Electrical/Plumbing Repairs and Kitchen Stack Cleaning - \$21.95
- Preventative Maintenance for our mechanical equipment - \$18.50
- Landscaping and Snow Removal - \$17.87
- Insurance Premium - \$15.90
- Other Costs - \$74.70

## Emergency Preparedness

The best way to handle an emergency situation is to be prepared in advance. These are some of the things you can do now that will assist you in the event of an emergency.

- Keep a flashlight and extra batteries
- Keep candles and matches available and always remember to **never leave a burning candle unattended**
- Keep a supply of non-perishable food available and have a manual can opener
- Keep a 3 day supply of clean drinking water and medications for all people living in your unit. Don't forget to include your pet's special needs.
- Have a family emergency plan including an offsite meeting place for all family members



## Reminders!

### **Monthly Common Element Fire Alarm Testing**

The last Monday of each month

### **Monthly Generator Testing**

The 3<sup>rd</sup> Wednesday of the month

### **Swimming Pool Cleaning**

Every Wednesday morning

### **Exercise Room Cleaning**

Monday – Friday 1:30 – 2:30

### **Holidays/Office Closures**

#### **Family Day**

Monday February 20, 2017

#### **Good Friday**

Friday, April 14, 2017

#### **Victoria Day**

Monday, May 22, 2017

## Operational Policies

### **Cash Policy**

Maximum of \$10 cash will be received by the office. All amounts greater than \$10 must be paid by cheque or money order.

### **Pest Control Policy**

All Common Areas – Corporation Responsibility

Individual Units – Owner/Resident Responsibility

### **Contractor and Unit Access Policy**

Corporation staff will not grant access to contractors hired by residents.

### **Human Rights Policy**

The corporation will follow the policies developed by the Ontario Human Rights Commission. Please contact the office for a copy.

### **Anti-Harassment and Violence Policy**

We are committed to building and preserving a safe working environment for its employees and agents. Please contact the office for a copy of our policy.

## EUCHRE

Join us every Tuesday evening at 7:15 pm in the Party ROOM for Euchre.



## BINGO!

Come join the fun every Thursday evening at 7:30 pm in the Party ROOM for BINGO.



## Reduce, Reuse and Recycle = Cost Savings

Our utility budget for 2017 (\$1,325,000) represents approximately 40% of our total budget. Residents pay for these utilities and are entitled to use them as they deem necessary for their safety and comfort. We do however have an opportunity to change our behavior so we can save money in this important area.

Hydro savings can come from not being as aggressive with air conditioning in the summer or by installing energy efficient light bulbs or limiting the amount of lights we have on in our units.

Water savings can come from installing low flow toilets, front load washers, using lower flow aerators on faucets or only washing dishes and clothes when you have a full load.

Natural Gas savings can come from adjusting your thermostat a degree or two or taking advantage of the sun to help heat your unit during the winter months.

We can expect the city to come on-site in 2017 to make sure we are not contaminating our recycling bins with garbage or organic matter. If they find contamination, we will lose our "no charge" pick-up of our recycling bins. Thank you for your support and we ask for your ideas on how we can save more money in these areas.