

Summer Notes

ONTARIO FIRE SAFETY CODE

Please be reminded that the co-op and its membership are responsible for ensuring that all members comply with the Ontario Fire Safety Code. Failure to comply may result in fines being levied against our co-op and its membership. Keep in mind that these fines will be charged back to members who were responsible for not complying with the Safety Code. *Please refer to the attached notice for more information. Thank you.*

VEHICLE REGISTRATION:

Remember that information regarding your vehicle(s) **MUST** be kept up to date at all times. Please advise the Office of any changes so that the Co-ops records are up to date. *Thank you.*

HOUSING CHARGES:

Just a reminder that for your convenience you are able to pay using your **debit** card or by using **EFT** (Electronic Funds Transfer). *Please contact the Office for more information.*

GARBAGE & WASTE DISPOSAL:

- Please sort your waste! Garbage into garbage containers, organic waste in **green bins**. Recycling in **blue bins**, etc.
- Be sure secure your 'garbage' properly so that paper, tins, cups, newspapers etc. so they do not fly about in the wind and making a mess for everyone.
- Dispose of hazardous waste properly.
- Flatten and tie cardboard boxes. Failure to do so fills the container with 'empty space' and prevents others from using the recycling bin.
- If there is no room left in the recycling bin you may place recycling in a **CLEAR** plastic bag on the curb next to the recycling bin.

➔ *For more information on garbage & waste disposal you may visit our web site at <http://norriscrescentcoop.org/notes.html> for more detailed guidelines.*

PLUMBING & ELECTRICAL REPAIRS:

Please report any and all plumbing and electrical problems promptly to the Office by means of a **Work Order**. *Please do not attempt to do the work yourself!*

LAUNDRY ROOMS:

Please be mindful of others! Do not do your laundry before 8 am or after 10 pm or slam the door as the noise disturbs others. And please, do not leave your clothes in the laundry room any longer than necessary. *Thank you.*

IMPORTANT NOTICES

COMMUNICATING WITH THE BOARD !

If you wish to communicate to the Board please put your concerns **IN WRITING** to the Office and it will be presented to the Board of Directors as a group. *This is standard practice and should be followed at ALL times.*

SPEED LIMIT!

PLEASE keep in mind that the speed limit on Norris Crescent is **15 Kmh**. There is an obvious reason for this speed limit, so for the safety of **ALL** members, visitors and guests **PLEASE** ensure that everyone drives at a **SAFE** speed.

GREEN BINS !

Please use your green bins! Please use them for all your organic waste such as food scraps such as apple cores, eggshells or expired leftovers. Please **Do Not** place it in your **Garbage** or in your **Blue Bin**.

MAINTENANCE PHONE !

The maintenance phone is for '**emergencies**' **ONLY**.

In all other cases please come to the office and fill out a work order. *Thank you.*

OFFICE HOURS

Monday:	2:00 to 5:00pm
Tuesday:	CLOSED
Wednesday:	2:00 to 5:00pm
Thursday:	CLOSED
Friday:	10:00 to 1:00pm
Weekends	CLOSED