

## Updates & Reminders from the Office      January 2022

Its ok if you are doing things day by day, hour by hour, minute by minute. Things aren't easy right now.

### Current Board of Directors

Dirlayne Bastos – **President**

Zada Jaffe – **Vice President**

Kelly Glover – **Treasurer**

Joanne Campbell-Shields –  
**Secretary**

Reham Teama – **Director**

Boh Hyoung Kim – **Director**

Janet Ramos – **Director**

### Office Hours

The office remains closed to walk-ins until further notice. Please note there is always admin staff in the office five days per week, 10am to 4pm. Phone messages are picked up throughout the day, and we respond to email accordingly.

Office Number: 416-255-1807

Maintenance/On-Call Number: 416-524-1807

Jennifer's email: [manager@mimico-cooperative.org](mailto:manager@mimico-cooperative.org)

Jenny's email: [assistant@mimico-cooperative.org](mailto:assistant@mimico-cooperative.org)

### COVID-19 Reminders

Continue to take the following steps to lower your risk:

- Please do not let your guard down because you are double/triple vaccinated
- Continue to wear your mask when out and about
- Wash hands well & often
- If you are sick stay home
- Cough or sneeze in your sleeve or cover mouth & nose with a tissue and throw out tissue immediately. Wash hands
- Limit the number of people in the laundry room to no more than three at a time
- Keep a safe distance in the elevators, limit to two people at a time
- Please do not use your shoe to press elevator buttons
- Remember cleaning refers to the removal of dirt and organic material from surfaces. Cleaning alone does not kill or deactivate germs.
  - Disinfecting work by using chemicals to kill/deactivate germs on surfaces. This process does not work effectively if surfaces are not cleaned first.
  - clean & disinfect high-touch surfaces in your homes frequently, including light switches, toilets, sinks, door handles, etc.

## **Most Importantly**

- Thank you for your patience and understanding during this challenging time.
- Thank you for doing your part to stop the spread of this virus.

## **Think Security – Be Security**

All entrance/exit doors must always remain lock. Please do not obstruct doors. Do not open door for strangers. Pay attention to your surroundings. If it does not seem right, call the police first and then call the On-call person if it is outside of office hours. Please assist the on-call in any way you can. **The number to call police - 416-808-2222**

## **WASTE MANAGEMENT**

Building staff are working very hard to manage waste and keep the building clean. But they cannot do it without you help.

### **Recycle**

- Flatten all cardboard boxes
- Rinse food containers
- Keep black plastic out of the recycle

Please put the following items in the garbage **NOT** in the organic waste bin.

- Disposable gloves & mask
- Tissues & personal hygiene products
- Disposable wipes

**Do not flush wipes – even those labelled ‘flushable’ as they clog pipes and City sewers**

## **Improper Garbage Disposal**

Do not leave garbage on the floor of the chute room, place all garbage in a garbage bag, tied and put down the chute. If it cannot fit down the chute, then bring outside to the bin.

Please **DO NOT** leave garbage on the ground, put them in the appropriate container. Leaving garbage on the ground will only create a mice infestation & visits from raccoons. And not to mention the unsightly mess.

Please do not remove your gloves and/or mask and drop them on the floor inside the building nor on the ground outside. There are garbage cans all over the property, please use them.

**Townhouse members**, please use the bins allocated to you and put out the correct bins on the correct days.

## **LAUNDRY ROOM**

### **a). Machines**

If a machine does not work, please unplug, and call for service asap.

### **b). Clothing left in Room**

Do not leave your laundry unattended for hours or overnight. Please pay attention to timing on the machines and return to claim your laundry at the end of the cycle. We cannot leave loads of clothing in the room indefinitely. Clothes not claimed after two days will be disposed of. Also, please clean the machine after each use.

## **MAINTENANCE**

### **b). Maintenance staff entering units.**

With the ongoing COVID-19 pandemic staff continue to be cautious when entering units for the safety of our members and staff as well. If it is not an emergency, staff will determine if an item can wait for a later date. But please continue to submit your work orders.

### **Unit Baseboard Heaters/Radiators**

Please be reminded to always keep your heaters on and your windows closed during these cold temperatures to prevent pipes from freezing. Because there is water circulating through the pipes they may freeze when temperature is very cold and then burst when temperatures starts to warm up.

**Frozen, busted pipes lead to damaged units, insurance claims & increase in insurance.**

### **Townhouse Hot Water Tanks & Water Heaters**

Please do not store items on the tank/Heating System. If you notice a problem, please call maintenance right away.

### **Townhouse Sidewalk Clearing during the winter months Snow Clearing & Salting for townhouses**

Please be reminded that townhouse members are responsible to clear the snow away from your doors, shovel the sidewalk and driveway area and apply salt as needed to prevent slip and falls and injury for everyone. Each townhome should have their own shovel. Also, please call the office if

you need salt to help you get the job done.

### **For Members who lives in the building**

There are Salt Containers at each entry/exit. The maintenance staff and On-call clean the snow and apply salt as needed. However, if in your travels you notice a slippery spot, please take a minute, and put down some salt. Please use caution going up and down the stairs at the south side of the building.

## **UNDERGROUND PARKING GARAGE**

### **A Few Reminders from Toronto Fire Services**

The parking garage must not be used for storage. Absolutely no combustible materials. Vehicle related parts such as spare (**no more than 4 tires**) tires are allowed.

### **Unit Doors**

Please do not install any material around the door or locking devices that will prevent the door from self-closing.

## **SURFACE PARKING**

Members with paid parking underground must not park on the surface. Surface parking is for your visitors, members paying for surface parking, co-op staff and Bellwoods staff. Staff will be calling parking control to ticket vehicles with underground parking if we notice them in surface parking.

## **PETS**

Always have your pets on a leash when in the common area or on the exterior grounds of the co-op. If your pet makes a mess, please clean it up or call Maintenance/On-call if you need cleaning material.

## **PEST CONTROL**

Please, at the first sign of an issue, please call the office and complete a work order.

## **SECONDHAND SMOKE**

This topic is an ongoing issue for many years. And until a resolution is found, we ask members to be mindful of each other concerns on this topic. For those who smoke cigarettes and/or marijuana in their units, please be mindful of the folks who are not smokers and may have health and other breathing issues. You may consider investing in an Air Purifier to assist in minimizing the smell going into other units.

The odor of marijuana is excessively strong at times and is disturbing the quiet enjoyment of others.

Please refrain from smoking in **ANY** of the common areas of the building as this is in violation of City of Toronto and Co-op By-Laws.

## **Noise Disturbance**

The office continuously receives noise complaints from various units throughout the building. Members are reminded to always consider your neighbours, especially at nights, when folks are trying to settle in. If you notice your bathroom fan is very loud, please

complete a work order, if the toilet constantly runs, please complete a work order, etc. Always remember you have neighbor's living below, so pay attention to loud music. Try not to carry out any repairs or when putting together a shelving unit, etc. too late at nights

## **Your Mental Health**

We trust all our members are well and keeping safe. These are truly some extraordinary times we are facing which can and will disrupt our mental health. For our vulnerable members, who are shut in for the most part, please reach out to friend, family, and neighbors via a phone call. Do not do it alone.

If you have not seen your neighbor in a while, put a note in their door.

Until next time. Please stay safe.

***Thank you!***