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DEFINING URBAN LIVING

920 YONGE STREET, SUITE 1000  
TORONTO, ON M4W 3C7

ALTERRA.COM

Homeowner Manual

**Alterra**  
CUSTOMER CARE



## Welcome home to 159SW.

We want to formally congratulate you on your new home and welcome you to the Alterra family.

We're humbled and honoured by the thousands of people who have chosen to call an Alterra community home. We take pride in building environments designed to inspire and invigorate. Everyone, including homeowners, are encouraged to succeed and support one another; this is just a part of how we define urban living. For almost 50 years, Alterra has nurtured this ideology and established a strong reputation for creating extraordinary communities across the Greater Toronto Area.

This Homeowner Manual is your guide to help make the transition into your new life at 159SW a smooth one. The information in this manual will provide you with key insights on condominium living including warranty information, building amenity maps, plus tips and tricks to care for your new home today and for years to come.

We thank you for choosing an Alterra home and wish you all the best at 159SW.



# The Alterra Story

- 1. Rush Condos, Toronto
- 2. Wonder Condos, Toronto
- 3. 28 Eastern, Toronto
- 4. Post House, Toronto

## Defining Urban Living

At Alterra, we define urban living with our exceptionally high standards of construction, masterfully crafting buildings that go on to define the neighbourhood. Because in order to define a neighbourhood, you must first understand it.

We go this extra mile because we profoundly understand the complex relationship between people and places, and our success emerges from this understanding. From concept to completion, it is the guiding force behind every decision we make.

With thousands of homes and award-winning condominiums to our name, Alterra has established a reputation for creating, developing, marketing and building our legendary communities across the Greater Toronto Area.

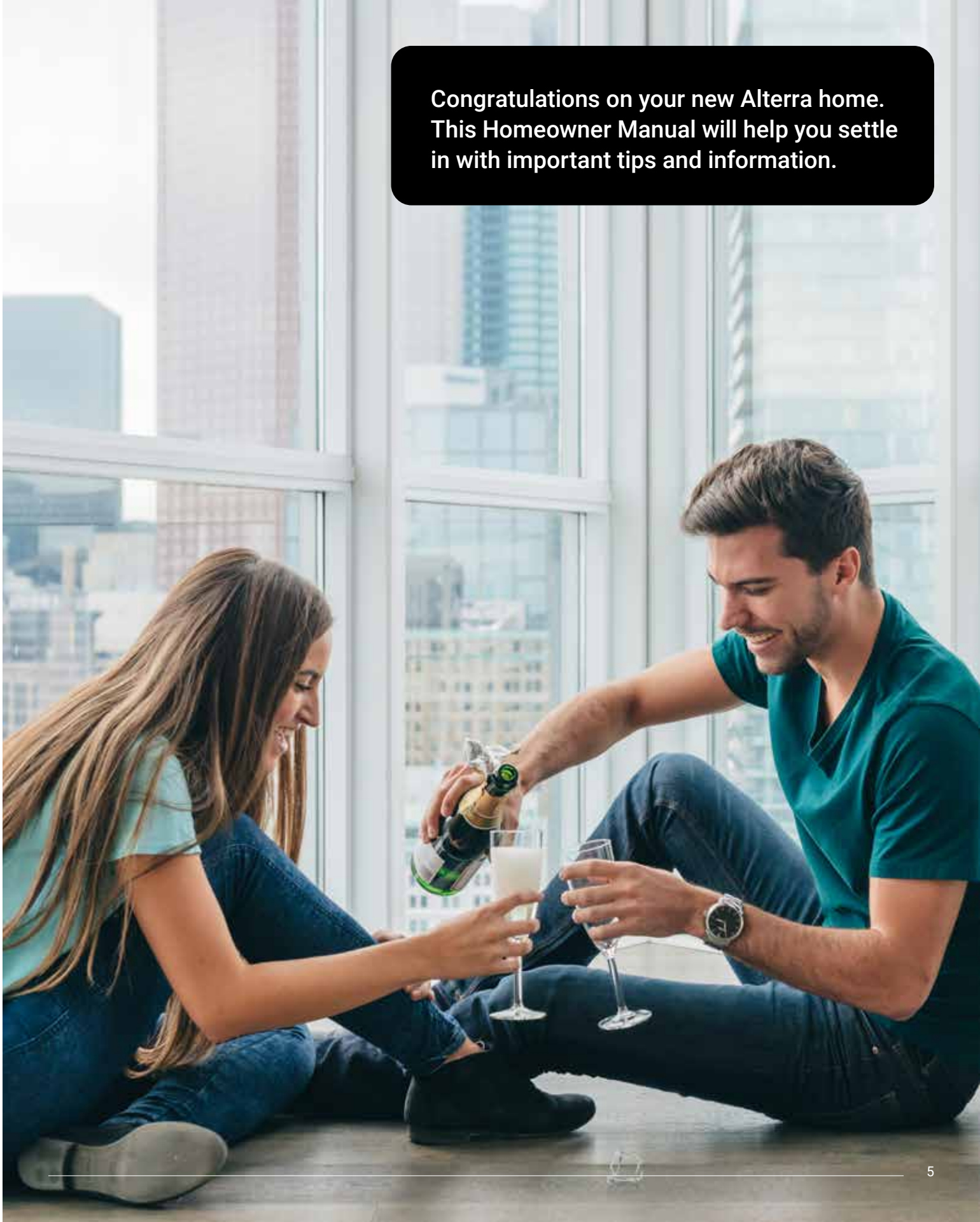
For almost 50 years now, we hold a deep commitment to building thriving communities, which trickles down into every detail. Managed entirely by our own team, Alterra has complete control over the quality and delivery of our projects from start to finish.





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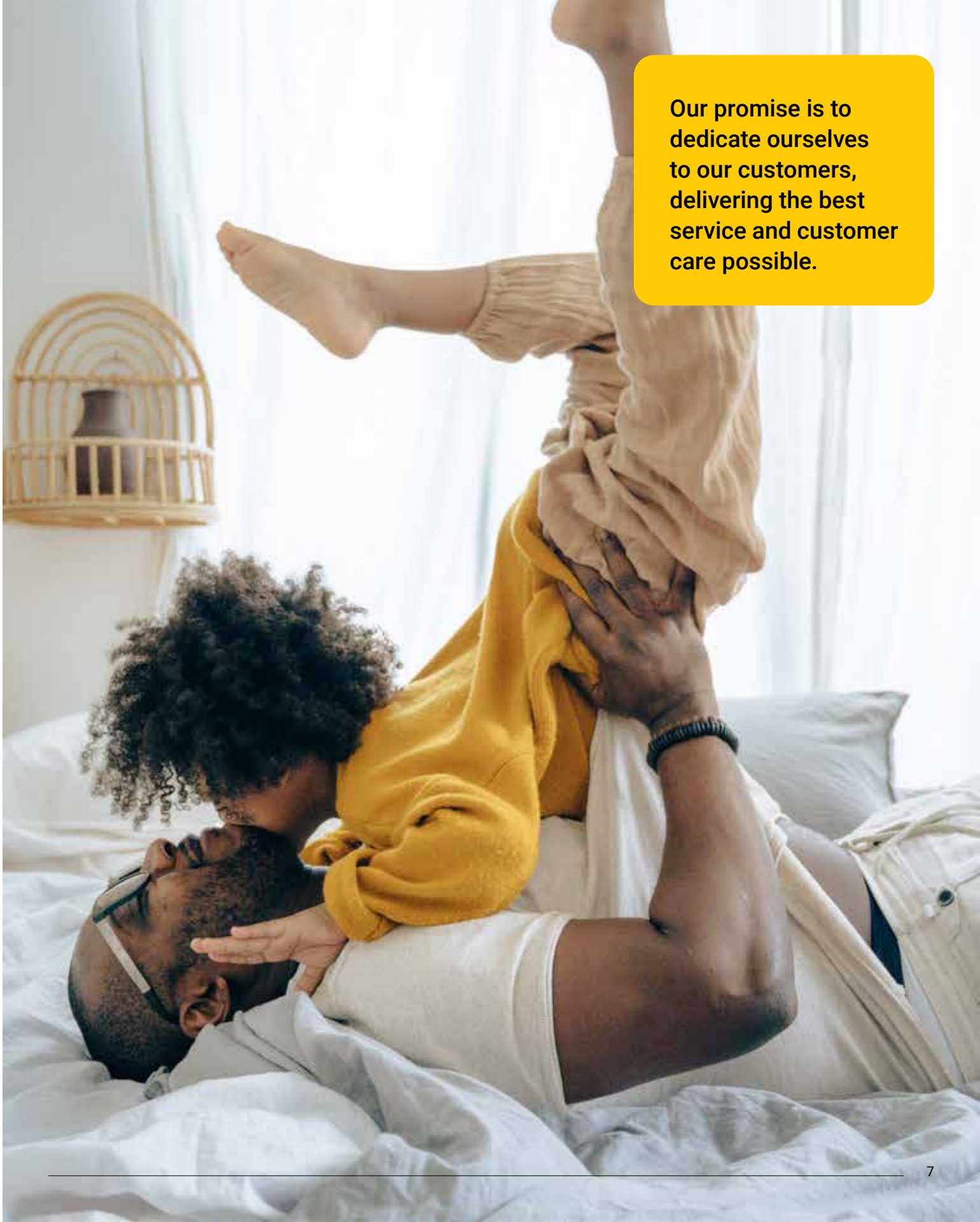


Congratulations on your new Alterra home. This Homeowner Manual will help you settle in with important tips and information.

# A Constant Commitment

**Our commitment to our homeowners extends well beyond move-in day – our dedicated team is always here to help.**

The Alterra Customer Care team is committed to always provide you with the highest quality of service, to exceed your expectations, and to ensure you receive all the information you need to enjoy life throughout your homeownership journey. Acting with integrity, honesty and efficiency we strive to deliver you a high quality home that you can enjoy and be proud of.



**Our promise is to dedicate ourselves to our customers, delivering the best service and customer care possible.**



# Directory

## SERVICES

### First Service Residential On-site Property Management

416.551.5791  
Office located on 3rd Floor

### First Service Residential Head Office

2645 Skymark Avenue, Suite 101  
Mississauga ON, L4W 4H2  
416.293.5900

### Alterra Customer Care

159SWCustomerCare@Alterra.com  
416.594.1416

### 159SW Concierge

416.551.5708

### Canada Post

1.866.607.6301

### Appliance Service - Tasco

1.866.848.6767  
csnewticket@tgappliance.ca

### Alterra Head Office

920 Yonge Street, Suite 1000, Toronto, ON M4W 3C7  
416.964.1800  
info@alterra.com

### Toronto Police Services (51 Division)

51 Parliament St, Toronto ON M5A 2Y5  
416.808.5100

## EMERGENCIES

### Ambulance, Fire & Police

911

### Poison Control

1.800.268.9017

### Veterinary Emergency Clinic

920 Yonge St Suite 117, Toronto, ON M4W 3C7  
416.920.2002

### Telehealth Ontario

1.866.797.0000

## UTILITIES & TELECOMMUNICATIONS

### Bell Canada

1.866.301.1942  
www.bell.ca

### Rogers

1.800.764.3771  
www.rogers.com

### City of Toronto, General Inquiries

311  
www1.toronto.ca

### Enbridge Gas

1.877.362.7434

### Toronto Hydro

416.542.8000

### Provident Energy Management

1.866.840.2720



Your home resources are just a call or a click away.

## TRANSPORTATION

### Local TTC Subway Stops

- **Sherbourne Station**  
Located at Sherbourne St. and Bloor St.
- **Wellesley Station**  
Located at Wellesley and Yonge St.  
www.ttc.ca

### UP Express

Union to Pearson  
www.upexpress.com

### GO Transit

www.gotransit.com

### Pearson Airport

www.torontopearson.com

### Billy Bishop Airport

www.billybishopairport.com

## HOSPITALS

### St Michael's Hospital

30 Bond St, Toronto, ON M5B 1W8  
416.360.4000

### Women's College Hospital

76 Grenville St, Toronto, ON M5S 1B2  
416.323.6400

### The Hospital for Sick Children

555 University Ave, Toronto, ON M5G 1X8  
416.813.1500

# Frequently Asked Questions

## What is a condominium?

A form of home ownership that enables you to own a unit in a similar manner to owning a single family house. Condominiums are buildings in which the owners own the space inside the interior walls, floors and ceiling of their unit, but jointly own an interest in the common elements, together with the other owners in the condominium.

## What are common elements?

Common elements are comprised of various components that are jointly shared and owned by all the suite owners who purchased in the condominium project. Typical common elements include: mechanical, electrical and plumbing distribution systems; elevators, corridors and stairwells; roof assembly; building envelope (exterior brick, precast, window panels); parking garage structure and amenities such as a party room, fitness studio, landscaping and entrance.

## What are exclusive use common elements?

Exclusive use common elements refer to common elements such as balconies, patios and/or private terraces that are solely used by the suite owners and are therefore reserved for their exclusive use. The Condominium Corporation and its agents have the right to access common elements and exclusive use common elements via your suite, for the purpose of conducting the Corporation's business.

## Making changes to your unit

A Condominium Corporation's declaration, by-laws and rules may contain guidelines about making modifications to your unit or common elements (such as requiring notice to the board, restrictions on design, décor, materials to be used, restriction on days or times when renovations are permitted, etc.). We suggest you review building specific policies with your Property Management or Condo Board.

## What is Tarion?

Tarion is a not-for-profit organization that administers Ontario's new home warranty and protection program. Its role is to ensure that purchasers of new homes receive the warranties and protections, provided by their builder and backstopped by Tarion, that they are entitled to by law.

## What is a Pre-Delivery Inspection (PDI)?

A Pre-Delivery Inspection (PDI) consists of a walk-through and visual inspection of your suite. It provides you, the homeowner(s), with an opportunity to view your new home prior to taking occupancy, and to document any pre-possession damages or missing items you notice. You should also verify that all upgrades and specific selections you made during your colour selection are installed.

## What is a Certificate of Completion and Possession (CCP) form?

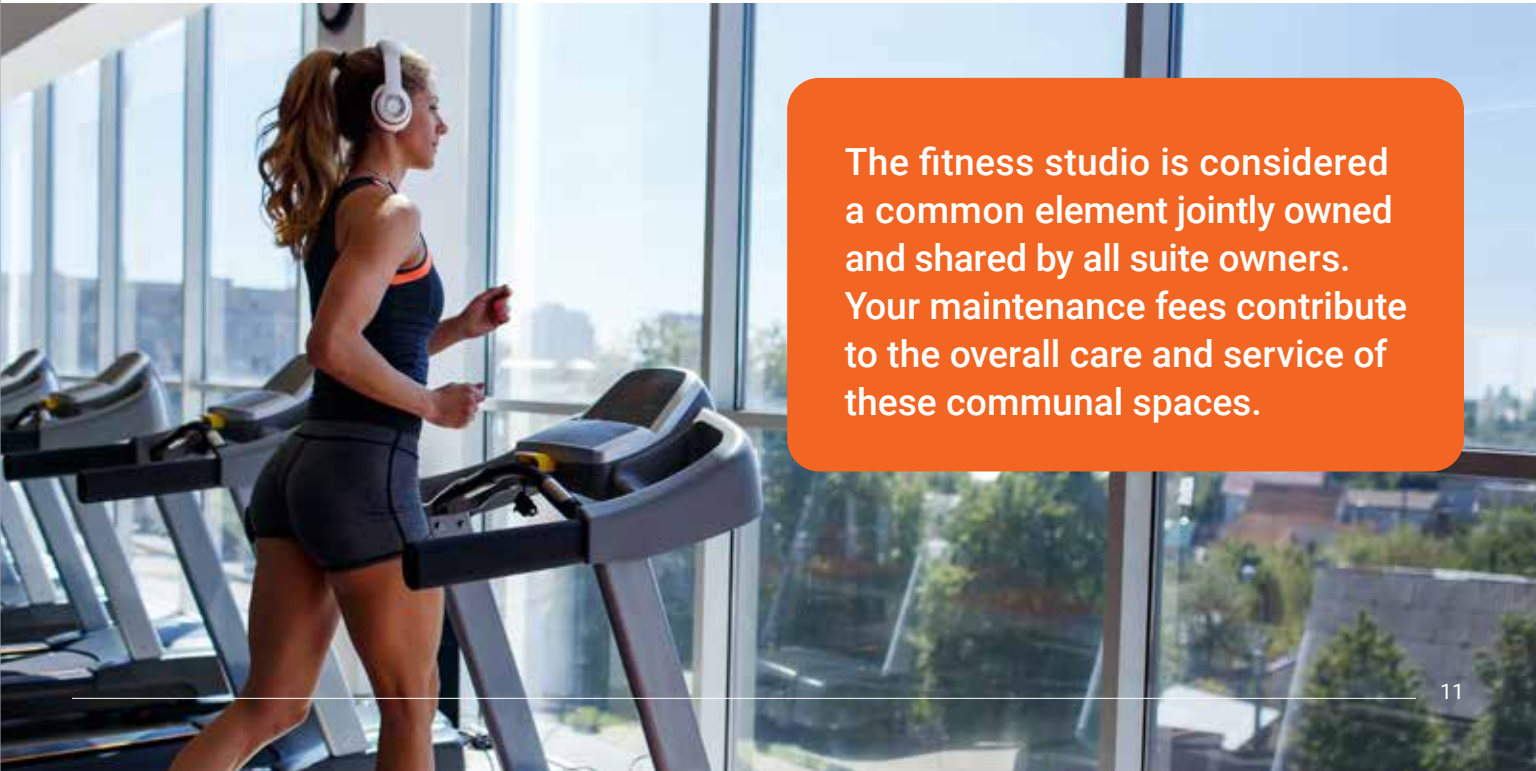
The CCP states your home's enrolment number with Tarion and the date of possession, which is also the start date of your statutory warranty. You will be given digital copies of the completed PDI form and the CCP form for your records.

## Suite access for repairs

A member from our Customer Care team, in accordance with your Agreement of Purchase and Sale, may enter your suite to escort trade partners for the completion of deficiencies noted from the PDI of your suite. You will be notified by email or phone call prior to a service call.

## When can I expect all my warrantable PDI deficiencies to be corrected?

Many deficiencies are aesthetic and can be addressed immediately and corrected prior to occupancy. In many cases, timing is subject to the availability of our trade partners. Contractors must first fulfill their contractual obligations by returning to correct any deficiencies. Priority will be given to deficiencies of an urgent nature.



The fitness studio is considered a common element jointly owned and shared by all suite owners. Your maintenance fees contribute to the overall care and service of these communal spaces.



What is interim occupancy?

Also known as interim closing, your interim occupancy period begins the day you occupy your suite and ends the day you take ownership from the developer. During interim occupancy the building is typically still under construction and most of the common elements and amenity spaces are not yet finished. During this time, residents occupying their suites pay a monthly occupancy fee to the developer. These fees are not credited to the final purchase.

What is an occupancy fee and how is it calculated during interim occupancy?

The interim occupancy fee is a payment made by the Purchaser to the developer during the interim occupancy period; that is, from the date of occupancy until final closing, at which time the full amount of the purchase price is paid and title is transferred. According to Tarion, the occupancy fee is based upon the total of the following amounts:

**Mortgage Interest:** The amount of interest calculated on a monthly basis on the unpaid balance of the purchase price at the prescribed rate pursuant to the regulations set out in the Condominium Act.

**Taxes:** An amount reasonably estimated by the Vendor for municipal taxes on a monthly basis attributable by the Vendor to the real property.

**Maintenance Fee:** The projected monthly common element expenses for maintenance and utilities as described in the budget portion of your documents.

What is the monthly maintenance fee and what does it include?

The maintenance fee covers your share of all expenses pertaining to the common element areas, including amenity spaces, building staff wages, common area, utilities, and landscaping. Maintenance fees are paid to the Condominium Corporation, and don't include cable or telephone service.

*Please Note: Hydro, thermal and hot & cold water are separately metered.*

What is registration?

Registration refers to the formal creation of the Condominium Corporation. The condominium's declaration and description are registered in the land titles office following their approval by the requisite governmental authorities.

Does the building have to be fully occupied before registration can occur?

No, but construction of the building has to be substantially complete.

What is final closing?

Final closing is the date upon which you will receive title to your unit, and officially become a homeowner. This occurs after the condominium is registered, and at that time, your lawyer will receive a deed/transfer of title to your unit as well as a statement of adjustments.

What do I own outright?

You own the unit from inside your interior walls, ceiling, and floors, and you receive a deed of ownership. You may have also opted to purchase a parking unit and/or storage locker unit. In this case you will also own these items as described in your deed.

What property taxes and utilities am I responsible for?

You pay only your suite's property tax and utilities from your date of occupancy and your share of the common elements as fixed by the municipal assessor.

Is it possible to change my locker unit or parking unit?

Parking and locker units are legally deeded just like your suite, and changing or selling them will require the advice of an attorney. If you require a wheelchair accessible parking unit, speak with Property Management.

When and what type of insurance do I need?

Insurance is required upon interim occupancy as well as after final closing to cover contents, liability, upgrades and improvements. The standard unit schedule provided with the disclosure documents and/or the registered documents can be used to determine the responsibility for repairs and insuring them.

Please contact your insurance agent for this coverage prior to taking occupancy. It is your responsibility, as a homeowner, to have homeowner's insurance in place, even in a rental suite. The owner will have liability insurance and the tenant will need contents insurance. With these in place, plus your Tarion Warranty, you can sleep soundly knowing your home is protected from anything that may arise. You should discuss any additional coverage you may require with your insurance provider.





# Your Condominium Team

Introducing the valued team players at your new home:

## Concierge

For those condominiums with a designated Concierge, a uniformed Concierge person will be located on the ground floor lobby. The Concierge staff hours are building-specific, but typically a Concierge will be on duty 24 hours a day, seven days a week. Their main job is to ensure security in the building, but they also may receive packages, help with amenities reservations and use, answer your questions, and deal with noise complaints. The Concierge can see everything that’s happening in designated camera zones within the common areas, the garages, applicable elevators, the entrance vestibule and other points of entry into the building.

## Superintendent

You will see the Superintendent around the building, as he or she provides on-site coordination for the property, including overseeing contractors, material and equipment, ensuring that Property Management’s standard operating procedures are being strictly followed, and work is proceeding on schedule and within budget. The Superintendent is also responsible for scheduling, inspections, quality control, and building safety.

## Property Management

Your Property Manager will be responsible for day-to-day operations and condominium-related concerns of residents. Property Management is accountable to and takes direction from the Condominium Corporation’s Board of Directors. They are directly responsible for the maintenance, appearance and upkeep of all the common elements. They also work with the Board of Directors to prepare budgets, collect maintenance fees, attend meetings, and enforce the rules of the Condominium Corporation.

The following are some of the common elements and general items that are the responsibility of the Property Management team:

- Operations and maintenance
- Housekeeping
- Landscaping/grounds maintenance
- Obtaining the performance audit
- Common element deficiencies
- Construction/renovations of common areas
- Collection of maintenance fees
- Contract negotiations and administration
- Budgeting and financial reporting
- Reserve fund
- Expenditure and revenue control
- Resident relations
- Corporation staff

## Board of Directors

The Board of Directors is comprised of volunteers that ensure the Condominium Corporation does what it is legally required to do.

Within 10 days of the registration of the Corporation’s declaration and description, the declarant will appoint the first Board of Directors, consisting of at least three people, to handle anything that may arise before the turnover meeting. The turnover meeting takes place within 21 days after the declarant is no longer the majority owner. This meeting is to turn over condominium documents and to give owners the opportunity to elect a Board of Directors.

## Maintenance Staff

Contracted cleaning and maintenance staff will be responsible for keeping the building and its common elements in tip top shape and making sure you can be proud of the building you call home.

## The Homeowner

While the cleaning and maintenance staff will take care of the building outside of your unit, you’ll be in charge of caring for and maintaining your new home. This includes changing lightbulbs, cleaning your dryer lint trap and maintaining items identified in your Condominium Corporation declarations and rules.

## Rights and Obligations of Owners

Condo owners in Ontario have rights and obligations that you should be aware of:

### Rights

- Attending and voting at owners’ meetings;
- Seeking election to the Condominium Board, if qualified under the Condo Act;
- Reviewing certain records of the Condominium Corporation, such as certain financial statements and meeting minutes;
- Requisitioning an owners’ meeting in certain circumstances;
- Using the common elements and amenities of the Condominium Corporation in accordance with the Condo Act and the Condominium Corporation’s declaration, by-laws, and rules; and
- Requesting that an item be added to an owners’ meeting agenda.

### Obligations

- Complying with the Condo Act and the Condominium Corporation’s declaration, by-laws, and rules;
- Repairing and maintaining your unit in accordance with and subject to the Condo Act and the Condominium Corporation’s declaration and by-laws;
- Paying your common expense fees on time;
- Notifying the Condominium Corporation if your unit is leased;
- Attending and voting at certain meetings.

# Living in a Condominium\*

## Leasing your suite

You can find more information on this in the Condominium Act, 1998 - Section 83, but as an owner here are three things the Corporation needs within 30 days of a new or renewed lease:

1. Notification that the suite is leased.
2. Provide the Corporation with the lessee’s name, the owner’s address and a copy of the lease/renewal.
3. Provide the lessee with a copy of the declaration, by-laws and rules of the Corporation.

## Move-in and delivery hours

To book your move-in, please contact Property Management.\*\*

Move-ins and deliveries are to be booked with Property Management 24 hours in advance to allow for scheduling. When making your reservation, a damage deposit will be taken. As long as there is no damage, the deposit may be returned. Protective wall pads in the elevator will be installed for move-in. Cardboard and boxes should be broken down and placed in the recycling room. This is just one way to be kind and courteous to your new community.

The Property Manager has the authority to refuse any move that was not pre-arranged.

**\*Refer to your Condominium Documents for building-specific rules and regulations. If you’re still unsure, speak to your Property Management team.**  
**\*\*In early occupancy, prior to Property Management commencing, move-ins and deliveries are to be booked through the Customer Care team.**

## Garbage and recycling disposal

Garbage chutes are located on each floor for your convenience. Make sure that garbage is bound, packaged, or bagged and sealed to prevent odours and leakage, and also make sure your garbage is pushed firmly down the chute. As with other amenities in your condominium, there may be limited hours for use. Speak to the Property Manager for rules and restrictions. Please do not leave anything on the floor of the chute room.

Do not put burning materials like cigarettes, ashes, flammable liquids, paint or aerosol cans into the garbage chute as this is a fire hazard.

Other items that should never be thrown down the garbage chute include: bundles of paper, coat hangers, cartons, broom handles and kitty litter. Take these articles to the disposal area on the ground floor.

There is a separate button on the chute that must be selected when disposing of recyclable items. Upon commencement of the recycling program, please follow the posted directions for sorting of recyclable items from regular household garbage. The recycling program will not begin until the City starts picking up garbage at 75% occupancy. Watch for signs that indicate the recycling program has begun.

Some disposal rooms may contain an organics button on the chute, in such case please speak with Property Management for information.

## Keys and security

You will receive the keys to your suite on the day of your occupancy. The package will include the following: two (2) suite entry keys, two (2) storage locker room keys if applicable, two (2) mailbox keys, two (2) fobs for access into the building and one (1) garage remote per parking unit if applicable. (Please note that you are responsible for battery replacement when necessary).

Owners may purchase from Property Management one additional fob for each registered resident.

Property Management has a master key for all suites in case of emergency, so your suite entry door and lock cannot be changed without Board approval.

## Locks

Safety chain/double locks, etc. may not be attached to suite entry doors without Condominium Corporation permission.

## Security system

Each unit has a security panel rough-in, should you wish to install an alarm system.

## Disturbances

Living in a condominium makes you a part of a vibrant community. As such, please be courteous and consider your neighbours.

## Vandalism

If you see any vandalism, please report it immediately. Remember you are legally and financially responsible for your visitors anywhere on the property.

## Suite entry doors

The Condominium Corporation is responsible for maintaining the exterior of all suite entry doors as part of the common elements. Door knockers, nameplates, decorations, etc. may not be attached to the outside of suite entry doors and window frames.

## Balconies and patios

You are not permitted to string clotheslines or hang laundry on your balcony or patio, nor are you allowed to hang flower pots, as these could fall off and injure someone.

## Barbeques

For everyone’s safety, BBQs are not permitted on any suite balcony or terrace, unless a dedicated natural gas line has been provided for this purpose. No propane cylinders of any type are permitted within the building including storage lockers and/or balconies. Please refer to your Condominium Documents’ rules & regulations.



Visitor access and parking

All visitors may enter through the parking garage or through the front door by enterphone or by Concierge.

Designated visitor parking spaces are located in the underground parking garage on P-1. The visitor parking is for use of visitors to the residential units only.

All visitors – who are guests of residents – must register with the Concierge. Residents are not allowed to park in visitor parking spaces.

Parking garage

All elevators provide access to the underground parking levels. Traffic topping is applied to the garage floor surface to prevent water and road salt penetration into the concrete, which causes structural damage to the garage floor and foundation.

If spills of any kind occur within your parking spot, a cleaning with soap and water or an absorbent material to soak up any liquid will prevent a future headache. A leak that is left for any period of time could damage the garage surface. That damage would be at the owners’ expense to repair.

Utilities

Hydro, thermal and water consumption will be billed on a per suite basis. Provident Energy Management will invoice each suite owner directly for in-suite hydro, thermal and hot & cold water consumption. Invoices are issued monthly.

Lockers

Keep in mind that you have purchased the locker unit itself and not the area above or around the enclosure. Please ensure that all items in the locker space are elevated from the floor and that the items are placed under a plastic cover, as the Condominium Corporation is not responsible for any items that are damaged as a result of water leakage. Do not store gasoline, propane, or any other combustible material in your locker.

Secure your locker with a padlock to avoid any unauthorized use or access.

Access to the locker room is provided by a key that you will receive at occupancy.

Bike storage

Bike storage is conveniently located on the second floor. Bicycles must only enter through the rear elevator located adjacent to the loading area. Please refer to the map on page 30 for visual reference. This elevator leads directly to the bike storage room. Bicycle storage is available on a first come first serve basis.

Bicycles are not permitted in other common areas including the lobby and lobby elevators.

Telephone, cable, internet

Your suite is pre-wired for telephone and cable, but you’ll need to schedule your service provider to hook these services up. Let Property Management know once you have scheduled an installation so they can allow them into the telecommunication service rooms.

A bulk internet program has been established for your building and is included in your monthly maintenance fees. See Property Management for more details.

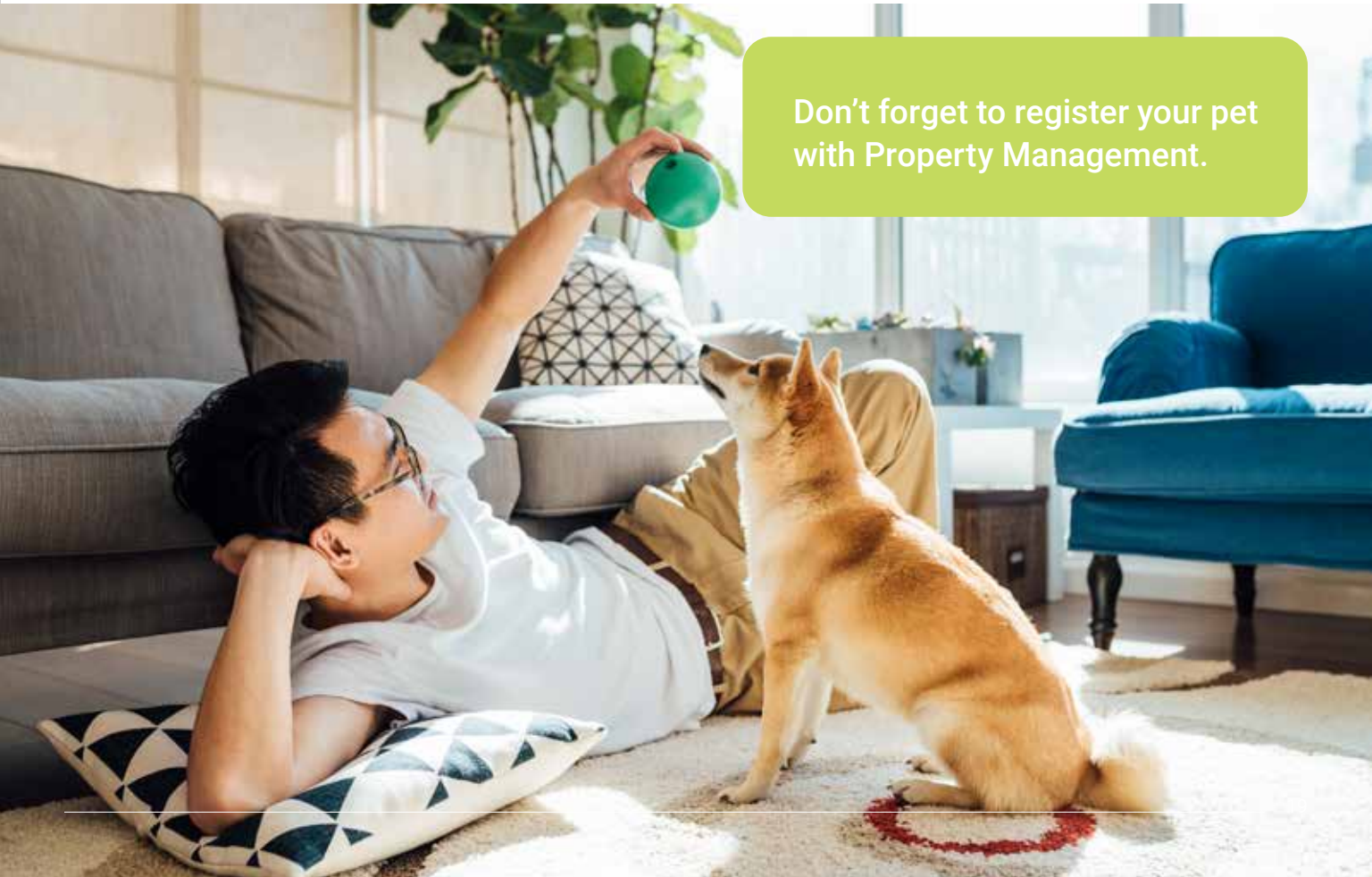
Keep Property Management up-to-date on any changes to your phone number and email address in case they need to contact you.

Pets

Residents must register their household domestic pets with Property Management. Pet owners are not allowed to walk their pets unleashed anywhere upon the common elements. There is a dedicated Pet Relief Area adjacent to the drive aisle for those who can’t walk their pets off the property. Please remember to clean up after your pet and dispose of waste appropriately.

As pet accidents do happen, kindly ensure to pick up after your pets at all times. All damages caused by a pet to the building, floors, walls, trims, tiles, carpeting, stairs or any other portion of the common elements are the responsibility of the owner of the suite.

Don’t forget to register your pet with Property Management.



# Fire Prevention

## Fire safety information

Learn what to do if a fire happens in your building. This is the best way to protect yourself and those around you. Always protect yourself from smoke. Remember, most fatalities result from smoke inhalation, not fire. Wherever you are, if there is smoke, crawl low under it; the air is cleaner near the floor.

The safe and orderly evacuation of all people in the building is of paramount importance. Please familiarize yourself with the fire exit nearest to your suite. In case you need special assistance, communicate with your Property Manager and other condo owners and come up with a plan together.

Condominium buildings are considered to be safer from the spread of fire than the average single-family dwelling. The building has been constructed of fire-resistant materials. During a fire emergency, the stairwells are pressurized to keep smoke out.

## 10 Fire Safety Tips

- 1. Maintain smoke detector.**  
Never block, cover or remove smoke detectors.
- 2. Plan and practice your escape.**  
Know where to go and devise an exit plan and review with minors and dependents.
- 3. Space heaters need space.**  
Keep portable and space heaters at least 1 metre (3 feet) from anything that can burn. Never leave heaters on when you leave or go to bed. Keep children well away from heaters.
- 4. Smoking is hazardous.**  
Use deep ashtrays and put water on cigarette butts before putting them in the trash. Never smoke when you are in bed, feel drowsy or while on medication.
- 5. Be careful when cooking.**  
Be careful when cooking. If a pot catches fire, cover it with the lid to smother the flames and turn off the burner. Keep a small fire extinguisher easily accessible in your kitchen.
- 6. Keep out of childrens’ reach.**  
Keep matches and lighters and other flammable things out of the reach of children.

- 7. Use electricity safely.**  
If an appliance smokes or smells like it is burning, unplug it immediately and have it repaired. Check all your electrical cords and replace any that are cracked or frayed. Do not overload electrical outlets or run extension cords.
- 8. Cool a burn.**  
If someone gets burned, immediately run cool water over the wound for 5 to 10 minutes to ease the pain. If the burn is blistered or charred, see a doctor immediately.
- 9. Stop, drop and roll.**  
If your clothes catch fire, do not run. Stop where you are and drop to the ground. Cover your face with your hands and roll over and over until flames are smothered.
- 10. Crawl low under smoke.**  
If you get caught in smoke, stay close to the floor. Get down on your hands and knees and crawl to the nearest safe exit.





Fire extinguishment, control or confinement

The use of fire extinguishing equipment is strictly voluntary. Along the corridors on all floors are fire hose cabinets, containing a hand-held fire extinguisher. If the fire is small and you feel you can control its spread by use of the extinguisher, first pull the nearest alarm station, and then attack the fire. Use common sense and caution at all times. If in any doubt, leave the fire area.

In the event that the fire you discover cannot be extinguished with the use of the fire extinguisher, or if smoke presents a hazard to the operator, close the door to the area so as to confine or contain the fire. Leave the fire area and if safe to do so, wait to give arriving fire fighters information about the exact location of the fire.

To operate a portable fire extinguisher, remember is the word “P.A.S.S.” which stands for the following:

- P:** **PULL** the safety pin out.
- A:** **AIM** the fire extinguisher nozzle at the base of the fire.
- S:** **SQUEEZE** the trigger.
- S:** **SWEEP** back and forth at the base of the fire until the fire is out.

In general, occupants are advised to:

- Be fully acquainted with the fire protection installations that are provided for your safety.
- Know where the fire hose cabinets are located, as well as the Pull Stations, and Fire Exits.
- Call the Fire Department (9-1-1) if you need emergency assistance.
- Know the audible alarm signal and the procedures established to implement safe evacuation of the building.
- No person shall intentionally disable a smoke alarm so as to make it inoperable [6.3.3.4 Ontario Fire Code].
- Do not tamper, disconnect or cover the in-suite audible device or heat detector.
- Notify Property Management if special assistance is required in the event of an emergency.
- Know the address of the building.

Suite smoke detectors

The in-suite smoke detectors do not activate the building fire alarm system.

If you burn food while cooking, do not open the hall door to clear the air. It will set off the building fire alarm system and the Fire Department will be needlessly called out. Open your windows, turn on your exhaust fan and use any other portable fans you have to exhaust the smoke from your suite. Suites in the building are outfitted with in-suite sprinkler systems in case of emergency.

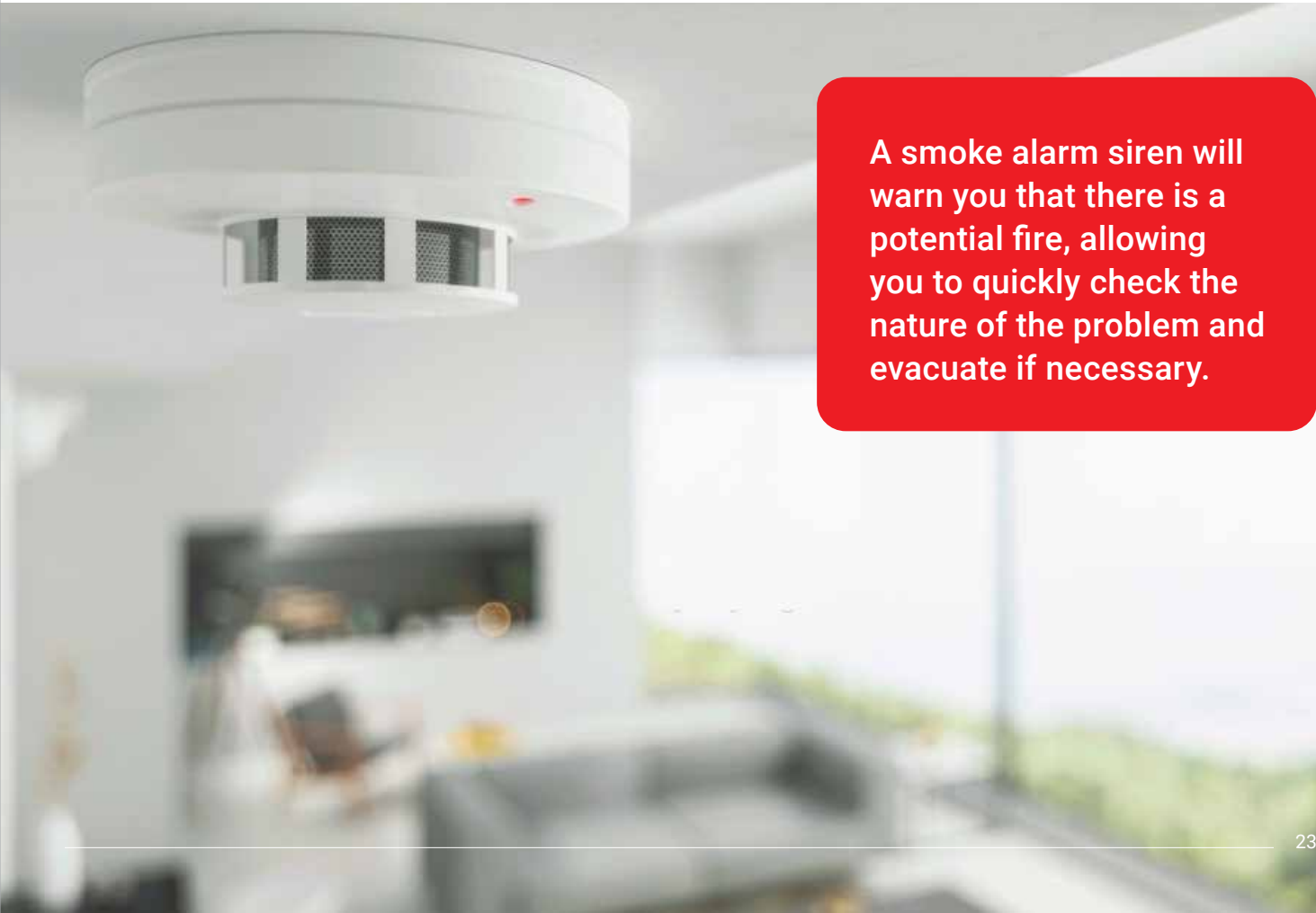
Stand-by power – emergency generator

The building is outfitted with an emergency generator in the event of electrical power loss. The generator is designed to operate the elevator, emergency lighting, fire alarm and detection systems, sprinkler and fire pumps, and stair and elevator pressurization systems.

The building’s ventilation systems automatically shut down during a fire alarm so as not to feed air to a fire.

Elevators

The elevator contains a telephone that is connected to a monitoring company. In an alarm situation, the elevator will be brought to the ground floor lobby level automatically. The elevator will stop on the second floor if a fire alarm is activated on the ground floor.



A smoke alarm siren will warn you that there is a potential fire, allowing you to quickly check the nature of the problem and evacuate if necessary.

# Energy-Saving Tips

1. Remove excess moisture.

Use bathroom and kitchen exhaust fans to remove excess moisture.
2. Keep air moving.

Use fans to keep air moving and reduce the need for air conditioning.
3. Save energy.

Set your fan at lower speeds to save energy.
4. Use less energy.

Use a toaster oven or microwave oven whenever possible. Both use less energy than a conventional oven.
5. Fix dripping taps.

Replace washers or cartridges on dripping taps. One drop a second wastes up to 96 litres a month.
6. Turn lights off.

Use LED bulbs and turn off lights when leaving a room.
7. Avoid blocking registers.

Redirect air from registers blocked by furniture for maximum efficiency.
8. Keep thermostat lower.

Lower your thermostat to 20°C (68°F). Every degree above this setting increases your heating costs by 5%.
9. Regulate your thermostat.

Lower your thermostat at night when sleeping and during the day when you are away.
10. Use cold water for washing.

Set your clothes washer for low water level fill and do cold washes.

Follow these 10 tips to help make your home more energy efficient while saving costs!



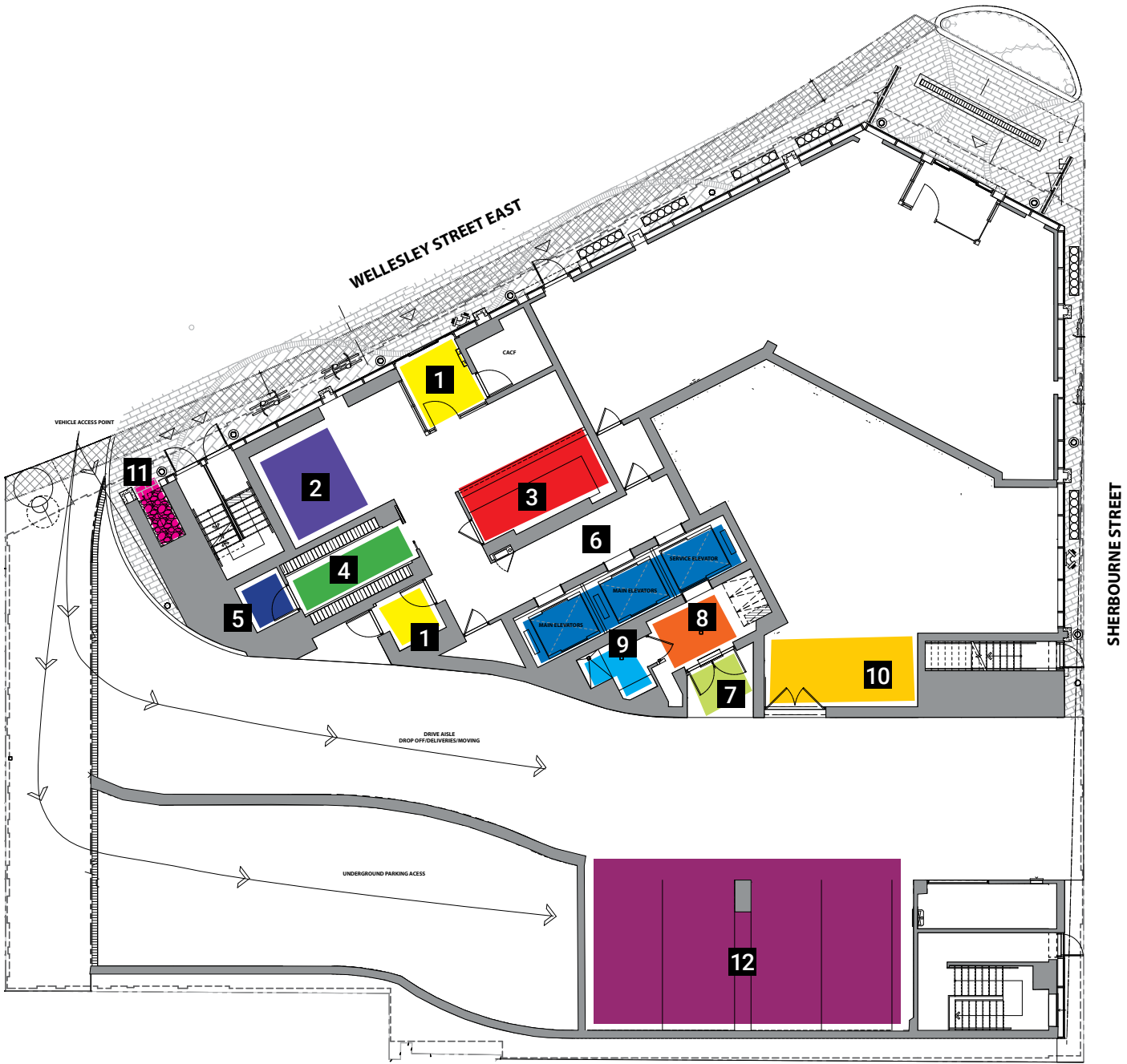


# Building Maps



# Ground Floor

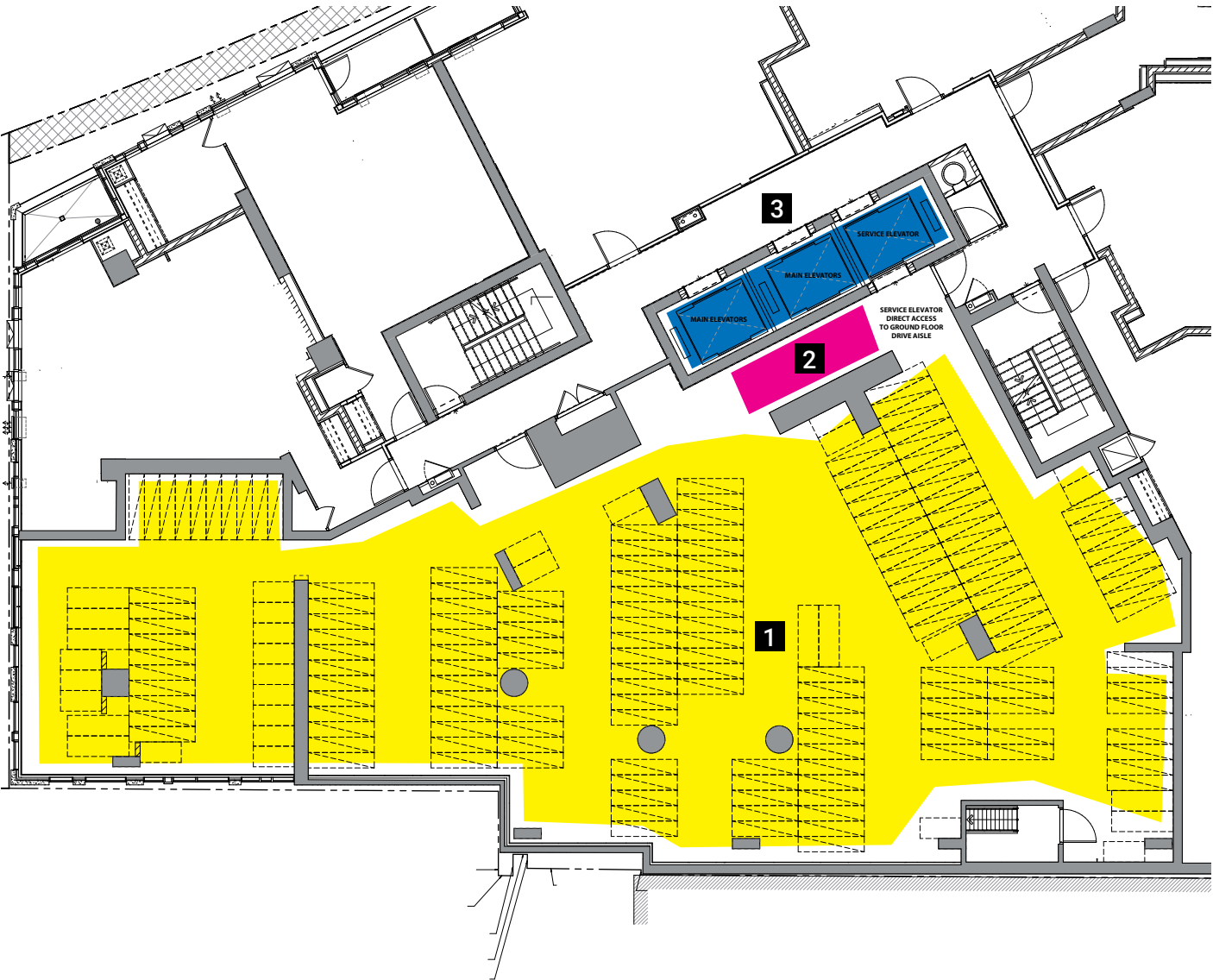
- 1. Residential Entrance
- 2. Lobby Lounge
- 3. Concierge
- 4. Mail Room
- 5. Parcel Storage Room
- 6. Main Elevators & Service Elevator
- 7. Residential Bicycle Access
- 8. Moving Room
- 9. Pet Wash
- 10. Bulk Waste Disposal
- 11. Pet Relief Area
- 12. Car Share





2nd Floor

- 1. Bicycle Storage Room
- 2. Bicycle Repair Station
- 3. Main Elevators & Service Elevator



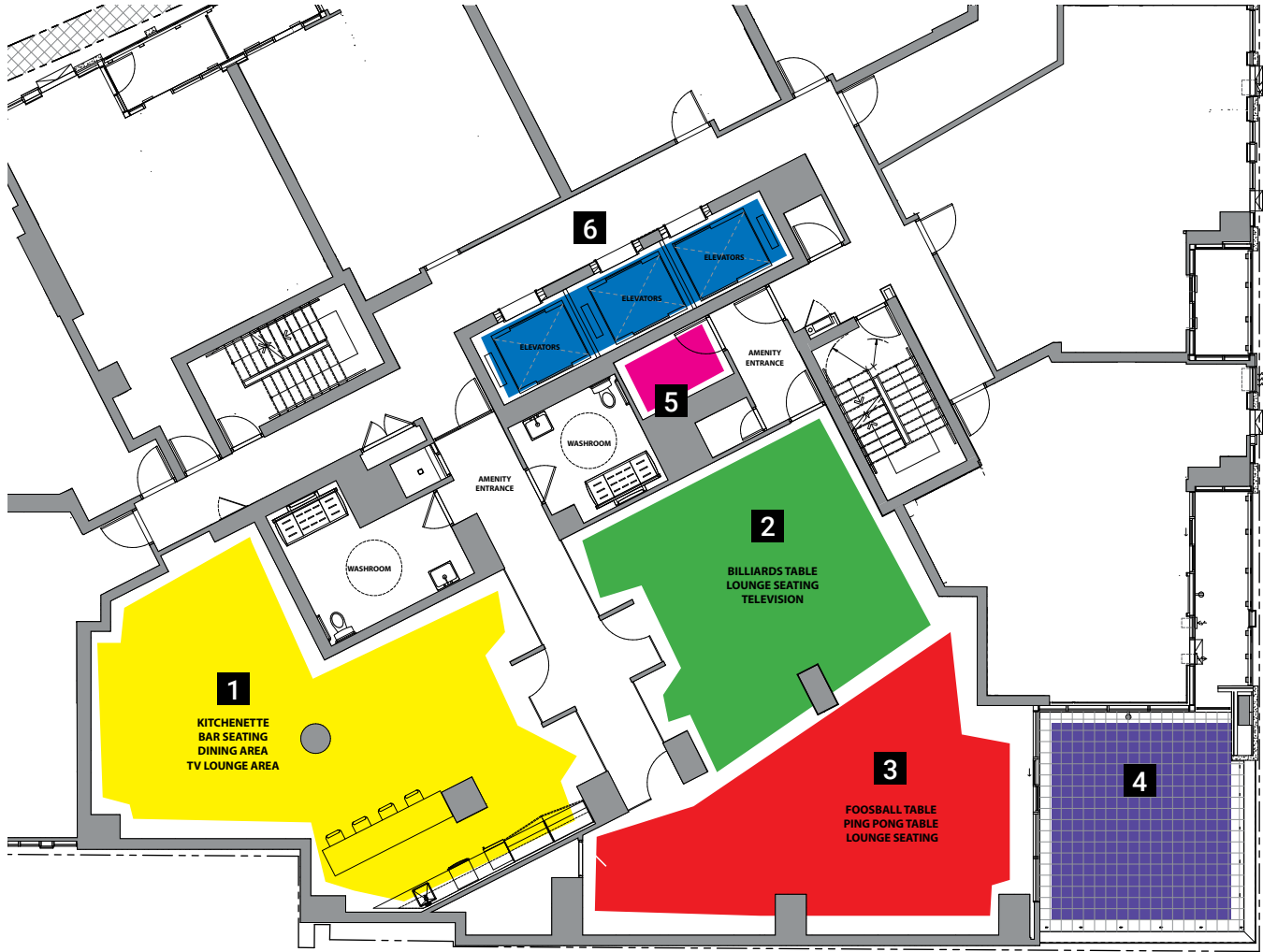
# 3rd Floor Amenities

- 1. Property Management Office
- 2. Co-working Space
- 3. Study Room A
- 4. Study Room B
- 5. Library Lounge
- 6. Elevators
- 7. Guest Suite 1
- 8. Guest Suite 2



# 4th Floor Amenities

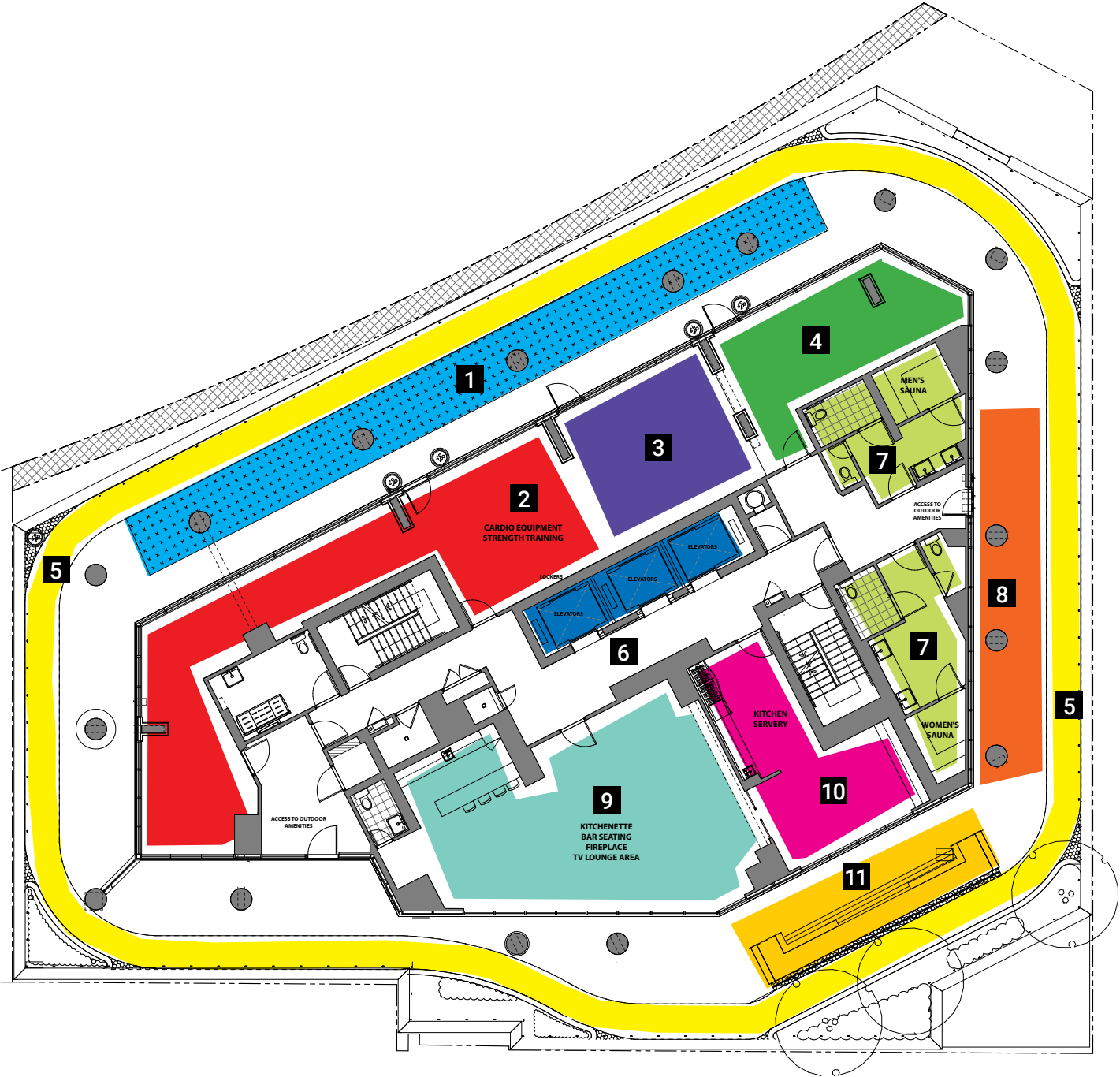
- 1. Party Room A
- 2. Billiards Lounge
- 3. Games Room
- 4. Games Room Terrace
- 5. Hobby Room
- 6. Elevators





# 5th Floor Amenities

- 1. Outdoor Fitness Equipment
- 2. Fitness Studio
- 3. Bike Studio
- 4. Yoga Studio
- 5. Outdoor Running Track
- 6. Elevators
- 7. Men's & Women's Change Rooms
- 8. Outdoor Lounge
- 9. Party Room B
- 10. Dining Room
- 11. Outdoor BBQ & Dining Area



# Caring for your Home

## Protect your investment

Your condominium will likely be one of the biggest investments of your life, and all investments need protection. With a home comes regular maintenance. Properly caring for your condo will save you unnecessary expenses and inconveniences.

## Countertops

Your countertop has been sealed in the factory to protect the surface. Clean the countertop with warm water. Do not use natural or manufactured oils and dyes. Stains left for an extended amount of time become much more difficult to clean even though your top has been sealed. Do not use vinegar or abrasive cleaning products to clean your stone countertop. These chemicals can break down the sealer, leave streaks and/or scratch the surface.

## Cabinets

Periodically check hinge screws and tighten if they are loose. Do not allow water to contact cabinet surfaces for more than a few minutes. Clean cabinet exteriors and interiors with a mild soap solution on a clean dampened cloth, and then wipe with a water-dampened cloth. If there is any visible moisture left, buff dry.

Cabinets should not be cleaned with abrasive cleaners or strong detergents. Do not use steel wool or other abrasive items for cleaning purposes. These will scratch the topcoat layers of the finishing materials.

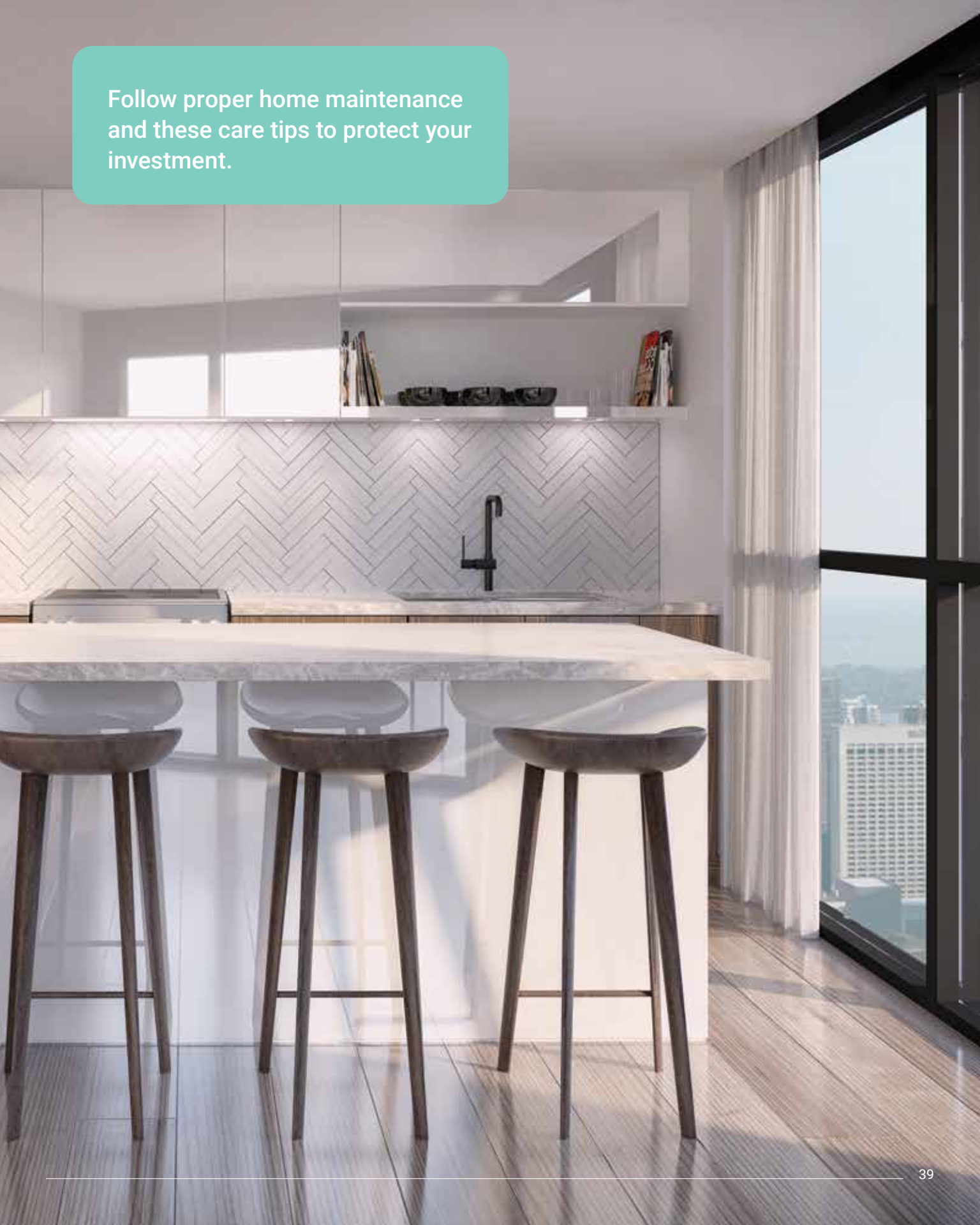
## Laminate flooring

- Laminate floors are not scratch-proof. Dirt and grit will scratch the surface and wear off the finish.
- Never leave water sitting on your laminate floors as this may warp or ruin the finish.
- Never use wax products on your laminate floor.
- Clean with a vacuum cleaner, dry dust mop, or a cloth lightly dipped in a waterless soap cleaner or a specified laminate cleaner.
- Wipe up spills immediately with a well rung-out damp cloth and dry wipe area at once.
- Do not pull furniture across floors, and use floor protector pads on legs of chairs, etc. Use walk-off mats inside your suite at exterior entrances such as entrance doors and patio/balcony doors. Check mats regularly to ensure no moisture is trapped underneath.
- Laminate flooring as per the manufacturer’s specification is installed as a floating floor upon a moisture & sound underlay barrier. Please keep in mind that minor deflection is acceptable as per the Warranty guidelines.
- Engineered floors naturally expand when moisture is present and shrink when it is not. Whether the reactions are a problem or not depends on the severity of the situation.

## Suite renovations

If you wish to renovate your suite — apart from decorative changes — you’ll need to bring those changes to the Condo Board for approval. Also, any changes to the suite within Tarion’s Warranty Statutory period may result in warranted items being voided.

Follow proper home maintenance and these care tips to protect your investment.



## HVAC systems

Each condominium is different and there are different air handling systems. Your unit will either have a heat pump system or a fan coil system. **159SW is specifically equipped with a fan coil system throughout the building.** Please refer to the specific details below.

### Heat pump systems

A heat pump system consists of a central boiler, pumps and a cooler, which are located in the common element areas of the building. There is a continuous loop of liquid that circulates throughout the system. This loop connects all the individual heat pumps to the central boiler and cooling tower. When all units are calling for heat, heat is added to the system by the central boiler. When all units are calling for cooling, heat is extracted from the loop by the cooling tower.

The central system is part of the common elements of the building and its maintenance is paid for by your common element fees. Each individual heat pump can either heat or cool and is controlled by a thermostat. When a unit is cooling, it is taking heat out of the air and putting it into the loop. When a unit is heating, it is taking heat out of the loop. On a sunny winter day, for example, units on the south side of the building may be in cooling mode and the heat energy they are extracting would be transferred to units on the north side of the building. Thus, heating and cooling are accomplished without using the central boiler or cooling tower. For this reason, this system is very energy-efficient and is able to make use of solar heat gain.

The heat pump unit has been designed to be as low maintenance as possible. However, it is recommended that a semi-annual maintenance check be performed and the filter in the unit should be changed every three months. This maintenance is the responsibility of the owner / resident.

### Fan coil system

A fan coil system is connected to a complex pipe network attached to a central heating boiler during the heating season and to a central air-cooling tower.

In late spring, before the building switches over to air conditioning, you can keep your suite cooler by closing your blinds or drapes, opening the windows slightly and turning on the bathroom and kitchen fan. Also, turning off unneeded lighting and minimizing baking, broiling and roasting foods can reduce heat build-up.

A good idea is to operate the fan motor on the low speed setting. Slower moving air will pick up more heat or cooling from the supply coil in the unit and maintain a more even temperature for a longer period of time. Also, there will be fewer on/off cycles and less overall fan noise.

When away from home for extended periods of time, do not turn off the fan coil completely, as circulation is needed in the suite throughout the day.

### HVAC filter

Replacing the system filter in your suite every three months is recommended. A dirty filter will drastically reduce the performance of your fan coil. Not maintaining a clean fan coil filter could result in its failure, and this could void any in-suite warranty.

Never block or cover the fan coil air return located in the base of the unit, as this will prevent the fan coil from operating at its full potential, and could lead to mechanical failure.

Speak to Property Management and refer to your condominium documents for filter replacement responsibilities.

### Thermostat

The thermostat is an electronic device that sends a signal to your actual heating or cooling unit as to the desired room temperature.

Please follow the instructions in the supplied thermostat manual. Should you require an additional thermostat manual you may download a copy directly from the manufacturer’s website.

### Energy Recovery Ventilation (ERV)

An Energy Recovery Ventilator is connected to the duct work of your HVAC system. As the two air streams pass through the ERV, the patented heat exchanger within the unit transfers both heat and moisture from one air stream to another.

Please note: The ERV system will dispense a small amount of air constantly through your vents whether the system is on or off. As well, a small amount of circulated air will constantly be introduced from the wall and the ceiling vents.

### Windows

Never leave any window(s), balcony slider or balcony door open when not at home.

Window coverings must be visibly white from the exterior of the building.

### Humidity

Too much or too little humidity in your suite can cause problems. Tarion recommends you keep the relative humidity levels within the 30%-50% range.

We also recommend the use of a hygrometer so you can monitor the humidity level in your suite. Hygrometers can be purchased at any big box store.



## Appliances

Before using any appliance, read the instructions carefully so you can take full advantage of its capabilities and avoid harming the appliance. All appliances are the responsibility of you, the owner.

Do not leave your suite unattended while appliances are operating (except the refrigerator).

## Circuit breaker panel

A single electrical panel services your suite. The location will vary per suite. This panel supplies power to your suite and several circuit breakers. Each breaker supplies power to a specific area or item in the suite.

If you overload one of the electrical outlets the breaker will “trip.” You do not have to replace a breaker if it overloads. Simply follow this simple procedure to restore power.

1. Unplug everything that was plugged into the outlet(s) serviced by the breaker.
2. Locate the breaker that has tripped on the breaker panel. A tripped breaker will be set in the middle position.
3. First turn the breaker to the off position, and then turn it back on. This will reset it, and power should be restored to the outlet(s).

The breakers are labelled so that you will be able to quickly identify which area and / or appliance each one applies to.

## Dryer lint trap

The lint trap in your dryer should be cleaned after each load. Another built-in lint trap that needs to be serviced is located in the ceiling in the exhaust duct, ahead of the exhaust fan. This built-in trap has been installed to reduce the chance of floating lint clogging the exhaust fan. The ceiling lint trap should be cleaned out monthly or earlier as required.

## Showers

When showering, ensure that the shower curtain is inside the tub, or the shower door is closed to avoid water damage to suites below you. Ensure that no water escapes outside of the bathing area.

## Bathtubs

Wash the tub with a mild, safe and gentle cleanser. This will prevent dirt and grime from building up. Just wet a soft cloth or sponge with antibacterial dish soap and use it to scrub the entire tub. Rinse the tub to completely remove the dirt and soap.

## Water spills

To avoid possible water damage to the floor below, spills or leaks should be mopped up immediately, and leaks repaired promptly.

Before using any appliance, read the instructions carefully so you can take full advantage of its capabilities and avoid harming the appliance.



Water supply shut-off valves

Shut-off valves for the kitchen and bathroom vanities are located in the cabinet under the sink.

The main water shut-off valves are generally located behind a square wall panel in the master closet. This will turn off the water to your entire suite.

Doors

The doors and door frames in your home are typically made of painted wood. Wooden doors are subject to expansion and contraction with changes in heat and humidity. The result can be warping and sticking. This is normal and may correct itself as conditions change.

The hinges on your doors may require lubrication from time to time for proper maintenance and to prevent squeaks. Remove the hinge pin and rub it with a light coating of Vaseline or another petroleum jelly.

Doorknobs that are used frequently can become loose. As soon as you notice such a condition, tighten any screws on the loose doorknobs.

Lock care

It is a good idea to keep duplicate keys for any locking doors. If occasional sticking occurs, exterior locks can be easily freed with lubricants sold in most hardware stores.

Weatherstripping

The building has been engineered to have fresh air provided from the halls. Do not install weatherstripping on your suite door. It can cause condensation, which deteriorates drywall and wood sills and creates mould that typically appears in the corners of drywall and on window surfaces.

Always keep duplicate keys for any locking doors.



# Safety

## Tips for condo residents

- Do not allow others to enter with you at the lobby door unless you know they are residents.
- If in doubt about entering an elevator with someone, don't.
- If in doubt about someone in an elevator, get out and go to the nearest suite door.
- On leaving an elevator, make sure you are not followed to your suite.
- Ensure maintenance and supply of suite keys. Make sure you have a spare key in case you lose one.
- When leaving your suite, secure balcony doors and windows.
- Advise Property Management of any suspicious activity around the building.
- Advise Property Management of defects/lights out, etc.
- Broken or damaged locks, doors etc. should be reported to Property Management. Be aware of unauthorized persons loitering in underground parking garages. If in doubt, lock your doors and drive back out.
- Advise Property Management of any suspicious activity around the building.
- When entering and leaving the building and grounds please ensure that all doors are closed and locked behind you.
- Residents should always keep the doors to their suites closed and locked.
- Do not allow others to follow you into the underground garage unless you know for a fact they are residents of the building.
- When leaving your vehicle in an underground parking garage, lock all doors and windows, keep valuables out of sight, have your keys ready to enter the building and report any suspicious activity immediately to the Concierge.

Ask for assistance in case of emergency.



# Your Warranty Coverage

Your home’s warranty begins on the date you take possession of your suite, and with every suite comes a warranty backed by Tarion.

For more detailed information, visit **tarion.com** and log into the online learning hub at **www.tarion.com/learninghub**.

## One Year Warranty

- Your home is constructed in a workmanlike manner, free from defects in material, is fit for habitation and complies with Ontario’s Building Code.
- Protects against unauthorized substitution of items specified in the Agreement of Purchase and Sale or selected by you.

## Two Year Warranty

- Protects against water penetration through the basement or foundation walls, windows, and the building envelope.
- Covers defects in work and materials in the electrical, plumbing, and heating delivery and distribution systems.
- Covers defects in work and materials that result in the detachment, displacement, or deterioration of exterior cladding (such as brickwork, aluminum, or vinyl siding).
- Protects against violations of Ontario’s Building Code that affect health and safety.

## Seven Year Warranty

- Protects against defects in work or materials that affect a structural load-bearing element of the home resulting in structural failure or that materially and adversely compromise the structural integrity; and/or that materially and adversely affect the use of a significant portion of the home.



Relax in your new home. Any PDI items not completed to your satisfaction, may be listed on your 30-Day Form.

## Warranty submissions

The table below outlines the warranty forms you can submit to Tarion and when they will be accepted.

Warranty Form	Warranty Period	Submission Period
30-Day Form	Year 1	Within 30 days after the date of possession/occupancy*
Year-End Form	Year 1	Within the last 30 days before the first anniversary*
Delayed Closing/Occupancy Form	Year 1	Any time during the first year of warranty coverage
Second-Year Form	Year 2	Any time during the second year of warranty coverage
Major Structural Defect Form	Years 3-7	Any time during your home’s seven years of warranty coverage

\*Effective September 14, 2020, homeowners will have a 10-day grace period on the 30-Day Form submission period. Homeowners will also have a 10-day grace period on the Year-End Form submission period provided they supply written evidence that they reported items to the builder within the one-year warranty period. Examples would be that the homeowner reported the defect to the builder on any prior warranty forms, emails or other written materials during the first-year warranty period and by a method of written communication that was previously used between the parties to communicate about the home. Note that Pre-Delivery Inspection Forms are not acceptable written evidence for the year-end grace period.

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