Daniels
love where you live™

DANIELS
Omg2
OLIVIA MARIE GARDENS

2023 Resident Portfolio

Condominium Suites

May 2023

Congratulations on the purchase of your new home at Olivia Marie Gardens Phase 2

This guide has been created to assist you in understanding how to maintain the products in your new home. We have covered a variety of important topics, including operations, frequently asked questions and various cleaning and care tips. As a reference tool, this guide is designed to easily assist you in finding answers to questions regarding your new home. It is not, however, a definitive means of diagnosing potential issues within your home. Your emergency contact list is also included.

We encourage you to visit Tarion's Homeowner Resources and Learning Hub, created by the Tarion Warranty Corporation, The HUB is your reference for warranty coverage information and outlines the process for making warranty service requests.

When leasing your unit, please provide your tenant with the link to Tarion's Homeowner Resources and Learning Hub, as well as a copy of the condominium bylaws and rules (provided at the time of purchase or through your property manager) as these documents will answer many of their questions and concerns.

Please keep your USB flash drive in a safe and convenient place for your easy reference. **We recommend that you copy the contents of the USB to the hard drive of your computer, as USB's can fail.** If you have any further questions, please do not hesitate to contact Daniels Customer Care at 416-598-2129 or email customercare@danielscorp.com and we will be happy to assist you with your concerns.

Connect or follow us on social media:

Wishing you continued happiness in your new home,

Daniels LR Corporation

Customer Care and Warranty Service Team

Table of Contents

Warranty Service Team 6
Sales Administration and Customer Care Teams 8
Sales Administration Team 8
Customer Care Team 8
Property Management 9
Property Management Welcome Letter 10
Daniels Emergency Contact Numbers 13
Emergency Contact Numbers 13
Tarion's Emergency Service Procedure 14
What To Do In An Emergency Situation 14
Trade Emergency Contact Numbers 15
Directory of Important Telephone Numbers and Websites 16
Directory of Important Telephone Numbers and Websites 17
How to Set up Your Utility Accounts 18
Utilities to contact prior to your move-in: 18
Tarion Warranty Corporation 19
One Year Warranty 20
Two Year Warranty 20
Statutory Warranty Exclusions 20
Warranty Service Program 22
After Sales Warranty Service Contact 22
Homeowner Alterations Policy 22
Pre-Delivery Inspection 23
Tarion Warranty Forms and MyHome Registration 23
Tarion 30-Day Form 23
Tarion Year-End Form 24
Access by Vendor for Service Repairs 24
Key Release 24
Warranty Service Forms 25
Appointment of Designate for PDI 26
PDI Checklist Form 27
Right to Access for Maintenance and Completion 28
Winter Snow & Ice Removal 29
Appointment of a Designate for Key Release 30

Sign-Off Acknowledgment Form 31
Sign-Off Acknowledgment – Hydro Meter and Gas Meter Readings 32
Key Release Form 33
Property Management & Condominium Living 34
Common Elements 34
Exterior Common Element Deficiencies 35
Understanding Common Element Warranty 35
Common Element Deficiency Form 35
Turnover Meeting 36
Board of Directors 36
Waste 38
Mail 38
Pets 38
Visitor Parking 38
Fully Landscaped Community 38
Building Features 39
Midrise Buildings Sprinkler Information 39
Insurance 40
Appliances 41
Overview and Delivery Contact Information 41
The Brick Warranty 41
New Home Maintenance Guide 42
The Interior of Your Home 42
Laminate Wood Floors 42
Drywall 43
Woodwork 43
Interior Doors, Hardware, and Locks 43
Bathroom and Kitchen Care 44
Countertop Maintenance 44
CARE AND MAINTENANCE OF NORMAC KITCHEN CABINETS 45
Normac Kitchens – Warranty 46
Ventilation - Exhaust Fan 46
Shower Doors and Mirrors 47
Smoke Detectors and Carbon Monoxide Detectors 47
Heating and Air Conditioning 48

Heating System 48
Air Conditioning 48
Air Handler System Operation Guide 49
Heating Mode 49
Cooling Mode 49
System Maintenance 49
HVAC Trouble Shooting List: 49
Water Heating Equipment 50
Integrated High Velocity Air Handlers and High Efficiency Water Heating Equipment 50
Plumbing 51
Bathtubs and Sinks 51
Water Shut-Off Valve Locations 51
Laundry and Mechanical Room Floor Drains 52
Sewer Back-up 53
Toilets and Back-Ups 53
Leaks 53
Electrical 54
Power Failure in Washrooms or at Exterior Receptacle 54
Homeowner Electrical Tips 54
Windows 55
Condensation 55
Excerpt from Tarion's Construction Performance Guidelines 56
The Exterior of Your Home 57
Exterior Hardware 57
Exterior Doors and Locks 57
Exterior Lights 57
Weather-Stripping 57
Concrete Floor (entry porches) 58
Exterior Hose Bibs Townhomes (one to lower patio of ground floor units as per model selected) 58
Grading and Hard Surfaces (Patios, Sidewalks and Walkways) 59
Internal Roadways 59
Snow Removal 59
Sod 60
Balconies 60
Patios 60

Paint Information 61
Tarion's Guide to Maintaining Your New Home 62
Frequently Asked Questions (FAQ) 64
Trade List 65

WARRANTY SERVICE TEAM

Warranty Service:

The Warranty Office is located on site.
The team is responsible for all post occupancy warranty service that is required.

Address:	58 Sky Harbour Drive, Brampton, ON L6Y 6J1
Tel:	416 546-7801
Business Hours:	Monday to Friday, 9:00 a.m. to 5:00 p.m. *By appointment only*

Director of Warranty Service – Sonya Smith
ssmith@danielscorp.com
Cell: 416-984-1932

Sonya oversees the Warranty Service department at Daniels. She works to ensure that all your concerns related to suite delivery is addressed to your satisfaction. She is available by email and phone. Please feel free to contact Sonya with any questions or concerns or to share your feedback on your Daniels experience.

Warranty Service Manager – Stefanie McDowall
smcdowall@danielscorp.com
Cell: 416-303-9743

Stefanie oversees the Warranty Team at Olivia Marie Gardens Phase 2. She works to ensure that all your concerns related to suite delivery are addressed to your satisfaction. She is available by email and phone. Please feel free to contact Stefanie with any questions or concerns.

Front Desk Administrator – Jessica Nastor
jnastor@danielscorp.com
Cell: 416-990-0688

Jessica will be stationed in our warranty office and will book your Pre-Delivery Inspection (PDI) as well as your sign-off appointment. Jessica will accept warranty service requests and Tarion 30-Day forms. Jessica may also contact you for permission to access your suite when trade work is required. Please feel free to contact Jessica with any questions.

Quality Control – Joel Lopez
jlopez@danielscorp.com
Cell: 416-688-2539

Joel will be conducting Quality Control inspections of all suites prior to occupancy. Any concerns noted during the PDI, and sign-off appointments will be scheduled by Quality Control. Joel will work with our subcontractors to complete all warranty related PDI items. This is to ensure the highest level of service and workmanship are carried out by our subcontractors. Please contact Joel with any questions related to the workmanship of your home.

Pre-Delivery Inspector – Keethan Gajendra
kgajendra@danielscorp.com
Cell: 647-401-8402

Keethan will be conducting the PDI for your suite prior to occupancy. The purpose of this appointment is to document anything that is missing, damaged, or incomplete within your suite as well as provide an orientation on things like maintenance and operations and will include a tour of the common areas when it is safe to do so. If applicable, parking allocation will be shown too. Besides a PDI kit you will also be provided with a copy of the Tarion Certificate of Completion and Possession (CCP). A copy of the CCP should be given to your lawyer as this form will be required when final closing takes place.

Sign-Off Representative – Monica Ponte
mponte@danielscorp.com
Cell: 437-223-2156

Monica will be conducting your sign-off appointment. This will occur on the same date as your interim closing. They will check the status of the PDI completions with you to ensure that you are satisfied with the progress. If the suite closes at the time of the appointment, the keys will be released. For more information, please see the key release and sign-off procedures.

SALES ADMINISTRATION AND CUSTOMER CARE TEAMS

Welcome to our family of new homeowners! As a new homeowner, you will likely have many questions. We want to ensure that you receive all the answers you may have about your new home. To assist you, we are providing information on the two departments within our organization that are available to help you in any way.

Tel: 1-416-598-2129 Fax: 1-416-979-0415 Email: customercare@danielscorp.com

Business Hours: Monday to Friday - 9:00 a.m. to 5:00 p.m. (excluding holidays)

Sales Administration Team

Our Sales Administration team will be pleased to answer all questions related to your Agreement of Purchase and Sale. If you have any questions regarding procedure, timing of the Occupancy Date (interim closing), or the Unit transfer Date (final closing), please do not hesitate to call:

Carol Krasovskis
Director of Sales Administration
Direct Line: 1-416-591-2903
service@danielscorp.com

Sabrina Singh
Sales Administration, Manager of Legal Documents
Direct Line: 416-591-2917
ssingh@danielscorp.com

Customer Care Team

Our Customer Care team is committed to addressing your concerns that are non-Agreement related from the time of purchase to long after your move-in. This includes your Pre-Delivery Inspection (PDI), timely completion of any in-suite deficiencies, any required assistance with warranty coverage, and Tarion Warranty Corporation procedures.

We also appreciate receiving valuable feedback from you regarding your home-buying experience. We really do want to know which details we handled well and where we can improve. Please do not hesitate to contact us.

Rose Zonni
Vice President of Customer Care
Direct Line: 416-591-2956
rzonni@danielscorp.com

Antonietta Mancuso
Customer Care Manage
Direct Line: 416-591-2908
amancuso@danielscorp.com

Linda Spinaci
Customer Care Ambassador
Direct Line: 416-591- 2907
lspinaci@danielscorp.com

Marcus Masucci
Customer Care Ambassador
Direct Line: 416-591-2952
mmasucci@danielscorp.com

PROPERTY MANAGEMENT

GPM Property Management Inc. will provide property management services to Olivia Marie Gardens Phase 2 community and will be under contract to the Condominium Corporation. GPM Property Management Inc. works with your elected Board of Directors to ensure all aspects of the condominium are operating efficiently and in accordance with the Condominium Act.

GPM Property Management Inc. Olivia Marie Gardens Phase 2

Property Manager: Ruki Mohmedbhai
Email: rukim@gpmmanagement.com
Tel: 905-669-0222

GPM Property Management Inc. - Head Office

Address: **242 Applewood Cres.**
Unit 5, Concord, ON L4K 4E5
Tel: 905-669-0222
Fax: 905-669-0228
Email: info@gpmmanagement.com

Enclosed is a welcome letter from GPM Property Management Inc.

Included in this manual are forms which you will need to fill out and drop off to your Property Manager. Please refer to the Property Management Forms section.

PROPERTY MANAGEMENT WELCOME LETTER

March 2023

To All Owners and Residents
Olivia Marie Gardens 2 – OMG2

Dear residents,

GPM will be the new property management company of your condominium corporation. We are also excited to announce Ms. Ruki Mohamedbhai will be the Condominium Manager. Ruki has managed properties all over the GTA for the past several years and is available Monday to Friday from 9am to 5pm. Ruki is your point of contact for any and all questions. If you see her in the complex, please don't be shy to stop and introduce yourself.

CONTACT INFO

Ms. Ruki Mohamedbhai, Condominium Manager, via our
Head Office at 905.669.0222 or by email at
rukim@gpmmanagement.com

This building is your home, and as such we will ensure it receives the highest level of attention and care. We firmly believe in a proactive management style that comes from learnings of 50-plus years of property management experience. We encourage you to reach out to us if you have any questions or concerns, or just want to say hello.

WHAT YOU NEED TO KNOW

AFTER HOURS EMERGENCY SERVICE

In the unfortunate event of an after-hours emergency (fire, flood, or major damages) call 9-1-1 immediately and get to a location free from danger. Your safety is our top concern. Afterwards, please contact the GPM office directly at 905-669-0222. A representative will take your information and dispatch the on-call Condominium Manager who is standing by to assist you.

OWNER REGISTRATION

Please find enclosed an Owner Registration form that we need completed and returned at your earliest convenience. This document will help us keep an up-to-date record for your unit. Should your information change throughout the year, please let your Condominium Manager know immediately. Kindly forward your completed form via email to your Condominium Manager or GPM Head Office at rukim@gpmmanagement.com

Your safety, happiness, and well-being is important to us. When you reach out, every attempt will be made to respond to your issues in a timely manner. We are excited to begin this new chapter with you and look forward to a long relationship.

Sincerely yours,

Mo Killu, R.C.M,
Vice President, Client Service

GPM Property Management Inc.

Ontario

Ministry of Government and Consumer Services

Print Blank Form

Agreement to Receive Notices Electronically

Agreement by owner or mortgagee to receive notices from the corporation by electronic delivery

Owner's or mortgagee's name

_____Unit#

Condominium corporation's name

In order for your condominium corporation to enter into this agreement, the board of your corporation must have passed a resolution to determine the methods of electronic communication that it will use for serving notices on owners or mortgagees. Before filling out this form, you should consider contacting the corporation to find out what those methods are.

Method the corporation will use to deliver notices to me:

- ☐ Email

  My email address is _____

- ☐ Facsimile

  My fax number is _____

- ☐ Other _____

☐ I agree that I am sufficiently served, as described in section 54 of the *Condominium Act, 1998*, if the corporation uses the method of delivering notices identified in this agreement.

_____ Signature of owner or mortgagee — Date (yyyy/mm/dd)

_____ Signature of individual on behalf of the condominium corporation — Date (yyyy/mm/dd)

_____ Signature of individual on behalf of the condominium corporation — Date (yyyy/mm/dd)

Please affix the corporate seal or add a statement below that the person signing has the authority to bind the corporation.

Save Form | Print Form | Clear Form

11370E (2017/10) © Queen's Printer for Ontario, 2017 Disponible en français

DANIELS EMERGENCY CONTACT NUMBERS

For Immediate Warranty Service matters during Regular Business hours:

Contact Daniels Head Office Customer Care, Tel: 416-598-2129

After Hours Emergency Contact:

Condominium Manager: Ruki Mohmedbhai
rukim@gpmmanagement.com

Head Office at 905-669-0222

In the case of an after-hours emergency contact the property manager

Emergency Contact Numbers

Per Tarion Warranty Corporation, certain severe conditions constitute an emergency. An emergency is any warrantable deficiency within the control of your builder that, if not attended to immediately, would likely result in imminent and substantial damage to your home, or would likely represent an imminent and substantial risk to the health and safety of its occupants.

Examples of an emergency include:

- total loss of heat between September 15 and May 15,
- gas leak,
- total loss of electricity,
- total loss of water supply,
- total sewage stoppage,
- plumbing leakage that requires complete water main shut off,
- major collapse of any part of the unit's interior structure,
- major water penetration on interior walls or ceiling,
- large pool of standing water inside the home, or
- any situation where, in the opinion of Tarion, the home is uninhabitable for health or safety reasons.

It is important you provide Daniels LR Corporation and our tradespeople access to your home. Apart from taking steps to protect your property, you should not undertake any repair work without giving your builder 24 hours to assess the problem and take corrective measures.

Loss of air conditioning is *not* considered an emergency item. Calls regarding the repair of air conditioners will be dealt with during normal business hours.

TARION'S EMERGENCY SERVICE PROCEDURE

What To Do In An Emergency Situation

There are a few things you must do to protect your home's statutory warranty. Doing so will help ensure that you have a successful new home experience and failing to do so could put your home's statutory warranty in jeopardy.

1. Immediately call the emergency contact telephone numbers provided by your builder.

2. If you are unable to reach your builder or if your builder does not assess and correct the situation within 24 hours, you should contact [Tarion] at 1-877-9TARION (1-877-982-7466) for further assistance.

3. If you cannot reach your builder or Tarion and have no other option but to have the work completed, you or your contractors should correct the situation. However, only the emergency condition should be corrected, and the problem should be documented with pictures taken before and after the repair, if possible.

4. You should not repair any damage to builder installed materials. If your builder is responsible for the emergency item and you have notified them, they should resolve the damage to the builder installed materials caused by the emergency condition with 30 days. If your builder fails to do so, we will work with you directly to settle the matter.

5. To recover costs for the circumstances set out in item 3 above, you will need to submit an Emergency Form to us and your builder as soon as possible after completing the repair. This form is available by contacting Tarion. Apart from taking steps to protect your property, you should not undertake any repair work without giving your builder 24 hours to assess the problem and take corrective measures. You will not automatically receive reimbursement for emergency repairs, and, in addition, completing the work without an assessment by your builder may jeopardize your statutory warranty coverage.

TRADE EMERGENCY CONTACT NUMBERS

The following numbers are to be used for after-hours emergency only.

Below are telephone numbers of the subcontractors who have supplied and installed the electrical, heating, water heater and storage tank, plumbing and door locks in your suite. Note that during the warranty period these trades are responsible to correct the deficiencies.

In the event that you are unable to obtain a response to any of the emergency numbers below, please do not let the situation worsen, call in a contractor and notify our Head Office Customer Care Department as soon as normal business hours resume at 416-598-2129 and/or email us at customercare@danielscorp.com.

Please obtain a detailed description of the nature of the problem, pictures, and an explanation of the action(s) taken. Per Tarion apart from taking steps to protect your property, you should not undertake any repair work without giving your builder 24 hours to assess the problem and take corrective measures. If a contractor replaces a part, please keep the replaced part. If the emergency was caused by a warrantable defect, we will review the situation and consider reimbursement.

The following numbers are to be used for after-hours emergency only. Contact your property manager first.

Electrical:	
Campoli Electrical	Tel: 416-213-9523
Heating:	
Aria Comfort Systems	Tel: 905-951-2500
Locksmith:	
Custom Door & Locks	Tel: 416-990-3958
Natural Gas:	
Enbridge	Tel: 1-888-711-1211
Emergencies Only	Tel: 1-866-763-5427
Plumbing:	
University Plumbing and Heating Ltd	Tel: 416-630-6010
Emergency After Hours	Tel: 416-630-6010

DIRECTORY OF IMPORTANT TELEPHONE NUMBERS AND WEBSITES

Service Type	Company Name	Contact Information
Property Management	GPM Property Management Inc	Ruki Mohmedbhai Condominium Manager rukim@gpmmanagement.com Head Office - Tel: 905-669-0222
Daniels Customer Care	Daniels Head Office 130 Queens Quay East West Tower 8th floor Toronto M5A 0P6	Tel: 416-598-2129 customercare@danielscorp.com
Home Warranty	Tarion	Tel: 1-877-982-7466 www.tarion.com Register at MyHome
Appliances	The Brick	Tel: 416 635-4859 Tel: 416 892-6840 calbandia@thebrick.com
Hydro	Metergy Solutions Inc	Tel: 1 866 449 4423 www.metergysolutions.com
Gas	Enbridge	Account Info: Tel: 1-877-362-7434 Fax: 1-888-711-1211 Emergencies Only: Tel: 1-866-763-5427 www.enbridgegas.com customercare@enbridge.com
Water Heating Equipment Rental	Genesis Home Services	Tel: 905- 857- 4800 info@genesishomeservices.com rentals@genesishomeservices.com
Telecommunications	Rogers	Purchasing Services Tel: 1-866-210-4059 Moving Services Tel: 1-855-381-7834 www.rogers.com Internet (sales)
	Bell	Tel: 1-877-292-0877 Television (sales) Tel: 1-888-748-9196 www.bell.ca

DIRECTORY OF IMPORTANT TELEPHONE NUMBERS AND WEBSITES

Service Type	Company Name	Contact Information
Mail	Canada Post	Mail & Mailbox Key Tel:1-800 267-1177 canadapost.ca/ticket
Municipal Government	City of Brampton	Tel: 311 www.brampton.ca
Transit	Brampton Transit	Tel:1-905-874-2999
Transit	GO Transit	www.gotransit.com
School Board	Dufferin-Peel Catholic District School Board	Tel: 905-890-1221 www.dpcdsb.org
School Board	Peel District School Board	Tel: 905-890-1010 www.peelschools.org
Local Hospital	Brampton Civic Hospital	Tel: 905-494-2120

HOW TO SET UP YOUR UTILITY ACCOUNTS

Utilities to contact prior to your move-in:

Enbridge Gas:
Tel: 1-877-362-7434
www.enbridgegas.com/moving

The meter will be read upon occupancy, you will be responsible from that date forward.

Metergy Solutions Inc.
Tel: 1-866-449-4423
www.metergysolutions.com

The meter will be read upon occupancy, you will be responsible from that date forward.

Genesis Home Services:
Tel: 905-857-4800
www.genesishomeservices.com

Genesis Home Services will send you a welcome package within three to four weeks from the date of your occupancy or closing. Once you receive the welcome package, you will be able to register online or call to register. All the details will be in the welcome package.

Canada Post:

All Homeowners can begin applying for a change of address at any time at 1-800-267-1177 or online at www.canadapost.ca/ticket. Until regular mail delivery begins, homeowners can pick up their mail at the location listed below with proof of ownership such as a certificate of possession or mortgage information & current photo identification. The Post Office will supply the homeowners with their keys to the Canada Post Community Mailbox at that time.

Canada Post
Tel: 1-800-267-1177
Address: 26 Hale Road, Brampton, L6W 3M1
Hours: Monday to Friday 10:30 a.m. – 5:30 p.m.

Cable/Internet/Telephone:

You will be required to set up your accounts with your phone, cable and internet provider. Please see the Directory of Important Numbers for contact information regarding providers in your area.

Please note that you are responsible for your usage of the hydro (electricity) and gas as well as hot water tank rental payments. Water is bulk metered to the condominium corporation.

TARION WARRANTY CORPORATION

As specified in your Agreement of Purchase and Sale, your new home is registered with Tarion Warranty Corporation which administers the Ontario New Home Warranties Plan Act. Under the Act, all new homes built in Ontario are warranted against defects in workmanship and materials for a period of one year from the date of possession; against water and air infiltration for a period of two years from the date of possession; and against major structural defects for a period of seven years.

Details of warranty coverage are provided on Homeowner Resources and Learning Hub. This was provided to you via email when your pre-delivery inspection was confirmed by our Warranty Service Team.

A Tarion Warranty Corporation Certificate of Completion and Possession/ Warranty Certificate for your home is given to you at the time of your PDI. It also includes your warranty start date and the price of your home excluding HST. Please note the purchase price includes any applicable upgrade costs. This information is also sent to Tarion.

Don't forget to register with Tarion via their website www.tarion.com and use their homeowner portal MyHome.

One Year Warranty

Your home's statutory one-year warranty coverage begins on the date you take possession, also called the warranty start date, and ends on the day before the first anniversary of this date. The builder warrants the home and is required that the home be:

1. Constructed in a workmanlike manner and free from defects in material;
2. Fit for habitation;
3. Constructed in accordance with the Ontario Building Code; and
4. Free of major structural defects.

Two Year Warranty

Your home's statutory two-year warranty coverage begins on the date you take possession of the home (the warranty start date) and ends on the day before the second anniversary of this date. The two-year warranty is provided by the builder and covers:

1. Water penetration through the basement or foundation walls;
2. Defects in work or materials that result in water penetration into the building envelope;
3. Defects in work or materials in the electrical, plumbing and heating delivery and distribution systems;
4. Defects in work or materials which result in the detachment, displacement or deterioration of exterior cladding (such as brickwork, aluminum or vinyl siding).
5. Violations of the Ontario Building Code affecting health and safety (including, but not limited to, violations relating to fire safety and the structural adequacy of the home); and
6. Major structural defects.

The heating and delivery systems have a two-year warranty from the date of occupancy. The air conditioning (A/C condenser, coil condensate line) has a one-year warranty from the date of occupancy; however, to better serve our homeowners, Daniels LR Corporation has extended this warranty to two years from the date of occupancy. The balance of statutory warranties remains in effect even if the home is sold. The two-year warranty includes malfunctions or breakdown from normal usage but does not include any items that have not been properly maintained or have been tampered with by the homeowner.

Statutory Warranty Exclusions

The following conditions and/or items are not covered by the statutory warranty:

Homeowner Actions/Involvement

- Damage resulting from improper maintenance such as dampness or condensation caused by the homeowner's failure to maintain proper ventilation levels or improper operation of a humidifier, hot tub or other moisture producing device.
- Alterations, deletions, or additions made by the homeowner.
- Defects in materials, design and work supplied or installed by the homeowner/purchaser.
- Damage caused by the homeowner or visitors.

Normal Wear and Tear:

- Normal wear and tear, such as scuffs and scratches to floor and wall surfaces caused by homeowners moving, decorating and/or day-to-day use of the home.
- Normal shrinkage of materials that dry out after construction (such as nail “pops” or minor concrete cracking).
- Settling soil around the house or along utility lines.

Third Party Damage:

- Damage arising from municipal services and utilities.
- Damage from floods, “acts of God”, wars, riots, or vandalism.
- Damage from insects or rodents unless it is the result of construction that does not meet the Ontario Building Code.

Secondary/Consequential Damage:

- Secondary damage caused by defects under warranty. While the defects themselves are covered, the personal or property damage they cause is not. Homeowner insurance may cover such secondary or consequential damage.
- Personal injury and loss of income associated with defects or repairs.

Chips, scratches, surface damage or missing items not identified and listed during the PDI will not be accepted as warranted concerns. Items of this nature are only considered warranted if they are listed at the time of your PDI. Please refer to your Tarion Homeowner Information Package for a detailed list of items not covered by warranty.

WARRANTY SERVICE PROGRAM

After Sales Warranty Service Contact

Daniels LR Corporation is committed to exceptional warranty service. Our after-sales warranty service program is designed to address any questions or concerns you may have regarding the construction of your home, or any other issues with respect to repairs that require completion in your home. Please contact Daniels LR Corporation Head Office Customer Care Department for further information at 416-598-2129 or customercare@danielscorp.com.

Homeowner Alterations Policy

Homeowners Alterations to Units Prior to Turnover:

No changes or alterations can be made to the interior or exterior of the building or the common elements, and this includes your exterior door(s), balcony, deck, landscaping, fencing and patio area.

Homeowners will only be permitted to make the following cosmetic changes to their units prior to turnover and election of the Condominium Board of Directors:

- Installation of closet organizers
- Painting and wallpapering
- Window coverings –existing window coverings must remain intact
- Installation of wireless security system

Your Agreement of Purchase and Sale refers to unit alteration.

Homeowners Alterations to Units after Turnover:

Any other changes must await the turnover and election of the Board of Directors. Once the Board of Directors is in place, you will be required to write a letter of request and provide a copy of any proposed plan(s) to the Property Manager, addressed to the Board of Directors. No alterations are to commence prior to receiving written approval.

To ensure compliance with the City of Brampton Building Department and Ministry of Labor requirements all work must be completed within the individual unit and cannot be done in common areas such as stairwells, sidewalks, balconies, terraces, driveways, or parking spaces. If any damage should occur to the common areas the costs for repairs will be the responsibility of the homeowner.

Finally, please ensure works are only carried out in accordance with the City of Brampton noise bylaws, specifically with respect to hours of work and noise generation.

Pre-Delivery Inspection

The Pre-Delivery Inspection (PDI) is performed prior to you taking possession of your new home. At this time, you have the opportunity to learn how everything in your home operates as well as identify and list any defects, damages, missing items or incomplete items.

Chips, scratches, surface damages or missing items not identified and listed during the PDI will not be accepted as warranted concerns. Items of this nature are only considered warranted if they are listed at the time of inspection.

Common element items are covered under a separate warranty. Common element will not be listed on the PDI, they should be submitted to your Property Manager. See the Common Elements section for further details.

Tarion Warranty Forms and MyHome Registration

Both the 30-Day Form and Year-End Form should be submitted using the Tarion website portal MyHome at www.tarion.com. Forms must be completed within the allotted time period, or they will be rejected by Tarion. If you are unable to submit a Tarion warranty form through MyHome and require a paper copy, please call Tarion at 1-877-982-7466.

The Warranty Service Program is designed to give priority to items of an emergency nature. Every effort will be taken to rectify all concerns within Tarion guidelines. Emergency items are defined as situations that require immediate attention because of interference with one's health and well-being. Prior to placing an emergency call regarding electrical problems, we recommend checking the breaker panel and all switches. Please refer to the Directory of Important Numbers for numbers related to electrical, heating, and plumbing distribution systems in your home.

Only interior items should be listed on the 30-Day Form or Year-End Form, and they should be addressed to both Daniels LR Corporation and Tarion. **Please do not include exterior (common element) concerns on the warranty forms;** these must be forwarded to your Property Manager. Refer to the Property Management section for contact information. For your convenience we have included the Common Element Deficiency Form.

Tarion 30-Day Form

You may not notice everything during your PDI, so your warranty coverage provides a thirty-day period to send a list of any other warranted deficiencies that were not noted during your PDI.

During your first 30 days of occupancy, if you should discover any new items that are non-emergency, please submit them in writing on your 30-Day Form through the MyHome portal. This form must be submitted within 30 days after your warranty start date, or it will be rejected by Tarion.

Tarion Year-End Form

As a courtesy, Daniels LR Corporation will forward a reminder letter to you approximately one month prior to your occupancy anniversary advising you to make a year-end submission for warranty service requests. All deficiencies should be submitted using the MyHome link.

After your first 30 days of occupancy, if you should discover any new items that are non-emergencies, please submit them online using the Year-End Form found at the MyHome link. This form should be submitted during the last 30 days of your first year of occupancy. For example, if your warranty start date was June 1, 2020, your eligibility period for the Year-end submission is May 1, 2021, to May 31, 2021.

If a particular item is causing you great inconvenience, and needs attention prior to your year-end, please submit your request in writing Daniels Customer Care at customercare@danielscorp.com.

Access by Vendor for Service Repairs

If work is outstanding from your PDI, Daniels LR Corporation ambassadors will need to enter your unit. Permission to enter your home to make repairs is incorporated into your Agreement of Purchase and Sale, Access by Vendor for Maintenance and Completion. Some tradespeople will not enter a home without written consent hence, we ask that you sign a form of permission at the time of your key release. If you have a security system in your home, it will be necessary to make special arrangements for service access. Homeowners are not allowed to change their front doors or locks as per the Condominium Declaration. It is the homeowner's responsibility to notify the tenants of any appointments.

Key Release

Once Daniels head office has received confirmation from our lawyer that the unit is closed, the warranty office is notified that the keys for the purchaser's unit may now be released. The warranty office will then call the purchaser to arrange a meeting time, to hand over the keys and update the purchaser on the status of the PDI items. The warranty office is open Monday to Friday, from 9:00am to 5:00pm. (excluding statutory holidays).

WARRANTY SERVICE FORMS

The following sections are samples of forms that are provided and reviewed with you at your Pre-Delivery Inspection (PDI) and your Sign-Off appointment with the Warranty Team.

These forms are for your reference, and if you have any questions pertaining to this literature, please do not hesitate to contact the Daniels Customer Care Department at 416-598-2129 or email customercare@danielscorp.com.

Appointment of a Designate for PDI form
To send a designate, in their place to complete the PDI.

PDI Checklist Form
The items on this checklist are reviewed with you after your Pre-Delivery Inspection.

Right to Access for Maintenance and Completion Form
Per your Agreement of Purchase and Sale, we are requesting permission to access your suite to complete repairs after your interim occupancy. A Warranty Access Ambassador always accompanies our sub-contractors.

Winter Snow and Ice Removal Form
Snow accumulation on balconies is to be cleared away by the homeowner.

Appointment of a Designate for Key Release Form
To send a designate, in their place, to pick up the keys for their home.

Key Release Form
Acknowledgement of key package at time of sign-off.

Sign-Off Acknowledgement
Review of shut off valve procedure sign-off.

Sign-Off Acknowledgement – Hydro Meter Reading
Hydro reading at time of sign-off.

Daniels
love where you live™

This form may be filled out by a purchaser indicated on an Agreement of Purchase and Sale (APS), or an owner of land in a construction contract.

By completing and signing this form, a purchaser is indicating that they intend to send a designate, in their place, to the pre-delivery inspection of their home. This form authorizes the designate to sign and deliver certain documents on the purchaser's behalf. Please check your APS to determine whether you are required to use this particular form.

The completed authorization form should be provided to the vendor/builder at the PDI or in advance. Note: Purchasers who wish to attend the PDI and sign documents on their own behalf may also bring *a* designate and, evidence of designate authorization will not be necessary.

To: _____
Builder's Name

I/we will *not* personally attend the Pre-Delivery Inspection (PDI). I/we appoint the designate named below to attend the PDI and authorize that designate to sign the following forms on my/our behalf:

1. Pre-Delivery Inspection (PDI) Form;
2. Certificate of Completion and Possession (CCP); and/or
3. Confirmation of Receipt of the *Homeowner Information Package if* I/we have not already signed it.
4. Please be sure to bring a valid piece of government issued photo identification.

_____	_____
Purchaser Name	Purchaser Name
_____	_____
Purchaser Signature	Purchaser Signature
_____	_____
Date	Date

_____
Home Address or Legal Description

_____	_____
Name of Designate	Phone number
	_____
	Email address

Lot #: _____ Occupancy Date: _____

Purchaser(s):_____

- ❑ A qualified electrician and/or plumber should install any future electrical or plumbing fixtures.
- ❑ All water shut-off valve locations were shown, and usage was demonstrated. Laundry valves are to be shut off after each use. If away for 48 hours or longer, shut off valves at each location. Valves are turned off by PDI representative at your PDI, and at your Sign-Off Appointment.
- ❑ Explanation of GFCI and review of main breaker panel.
- ❑ Thermostat heat/AC operation – Air Handler system was reviewed; a visual inspection of the air handler and filter was checked.
- ❑ The Air Handler is owned by the homeowner – not the condominium corporation. Homeowners are responsible for maintenance and repairs, including maintaining the condensate lines which are to be located near the floor drain or in the condensate drain penetrating the wall and filter replacements.
- ❑ Operable windows must be closed fully to avoid potential water seepage (patio doors/crank windows). Briefly explained condensation and referred the purchaser/designate to read CMHC Moisture and Air guide and Resident Portfolio.
- ❑ Locations of sprinkler heads (if applicable) and smoke/carbon monoxide detector(s) were reviewed.
- ❑ Countertop care was reviewed. Refer to Resident's Portfolio for details on warranty coverage and maintenance.
- ❑ Laminate Floors: explanation of expansion and contraction, as well as a review of proper care required. Refer to Resident's Portfolio for details on warranty coverage and proper procedure for moving furniture.
- ❑ Lint trap in utility room and inside clothes dryer – must be cleaned after each use as suggested by the manufacturer.
- ❑ Reviewed hydro, telephone, cable and internet. Refer to Resident's Portfolio.
- ❑ Location of demarcation panel for cable, telephone and internet connections reviewed.
- ❑ Per Tarion, surface defects are warranted at time of Pre-Delivery Inspection only.
- ❑ Refer to Tarion's "Homeowner Resources and Learning HUB", for warranty service procedures: PDI, 30-Day, Year-End completion timeframes.
- ❑ Emergency Contact List was reviewed. Refer to Resident's Portfolio.
- ❑ Reporting protocol for Common Elements and property management procedures were reviewed. Refer to Resident's Portfolio.
- ❑ Received a PDI package and received, on a USB drive, the following: Resident's Portfolio, CMHC Moisture and Air guide.
- ❑ Received Tarion's "Certificate of Completion and Possession / Warranty Certificate" (CPP)
- ❑ If applicable, parking allocation was shown to Purchaser or Designate.

  If not indicate reason why: _____
- ❑ Discussed access protocol after occupancy date.

_____ _____

Purchaser/Designate Purchaser/Designate

_____ _____

Date Daniels LR Corporation

Lot #:_____ Occupancy Date: _____

Purchaser(s): _____

After Occupancy

Temporary Open Access for vacant/unoccupied units

❑ I/We hereby confirm that representatives of Daniels LR Corporation, and sub-contractors authorized by Daniels LR Corporation, have permission to enter my/our home to carry out any necessary inspections or repairs. **I/We will notify Daniels LR Corporation when a move-in date has been confirmed.**

A representative from Daniels LR Corporation will send you an email advising you what date we will enter your unit and the purpose of the appointment – no response or action is required because the unit will be vacant. Please be advised that an access representative will always be in your suite with the trade, and a service card will be left in your suite to provide you with information regarding the work performed. Repairs will be completed in accordance with Tarion's Builder Repair Period.

Access Request for occupied units

❑ A Warranty Ambassador will contact you via email and phone to schedule all service appointments. I/We are aware that my/our failure to respond in a timely manner to all access requests and screening questions will interfere with the Vendor's ability to attend to my/our service requirements in a fast and expedient manner.

Please be advised we must contact the owner of the suite when requesting access. We will include the tenant on access correspondence at the homeowner's request.

Homeowner Information:

Telephone #:_____ Name: _____

Telephone #:_____ Name: _____

E-mail Address: _____

Owner Occupied: ____ Tenant Occupied: ____

If you are renting out your unit, but do not yet have a tenant please contact our warranty office and provide the contact information once a tenant is confirmed.

Tenant Information (if applicable):

Name:_____

Email: _____

Phone: _____

Estimated Move in Date: _____

_____ _____

Purchaser/Designate Purchaser/Designate

_____ _____

Date Daniels LR Corporation

Lot #: _____ Occupancy Date: _____

Purchaser(s): _____

We wish to remind you that after a snowfall, any snow or ice accumulation on all accessible balconies and terraces will need to be cleared away from all doors and windows of your unit. Snow is **not to be thrown** over the balcony.

Snow and ice build-up at windows and door systems may result in water penetration and secondary damage in your home if it is not completely cleared from these areas. It is the responsibility of the homeowner to clear away the snow and ice.

If you plan to have a tenant occupying your suite, please advise your tenant of this important maintenance responsibility.

_____	_____
Purchaser/Designate	Purchaser/Designate
_____	_____
Date	Daniels LR Corporation

Daniels
love where you live™

This form maybe filled out by a purchaser indicated on an Agreement of Purchase and Sale (APS), or an owner of land in a construction contract.

By completing and signing this form, a purchaser is indicating that they intend to send a designate, in their place, to pick up keys for their home. This form authorizes the designate to sign and deliver certain documents on the purchaser's behalf. Please check your APS to determine whether you are required to use this particular form.

To: _____
Builder's Name

I/we will not personally attend the Key pick up appointment. I/we appoint the designate named pick keys and authorize that designate to sign the forms on my/our behalf.

_____	_____
Purchaser Name	Purchaser Name
_____	_____
Purchaser Signature	Purchaser Signature
_____	_____
Date	Date

_____
Home Address or Legal Description

_____	_____
Name of Designate	Phone number
	_____
	Email Address

Lot #:_____ Occupancy Date:_____

Purchaser(s):_____

The following water shut-off valves have been shown to homeowner(s) and were closed at the conclusion of the pre-delivery inspection.

_____ Washroom(s)
_____ Kitchen
_____ Laundry

I acknowledged that the main water shut-off valve was shown to me/us and am aware that this should not be closed, except in an emergency.

_____ _____
Purchaser/Designate Purchaser/Designate

_____ _____
Date Daniels LR Corporation

Unit #:_____ Occupancy Date: _____

Purchaser(s): _____

The digital hydro meter reading at time of Sign-Off was _____Kw/h (kilowatt/hour)

The gas meter for your unit at the time of the Sign-Off was _____cubic meters.

_____	_____
Purchaser/Designate	Purchaser/Designate
_____	_____
Date	Daniels LR Corporation

Lot #: _____ Occupancy Date: _____

Purchaser(s): _____

I/We the undersigned do hereby acknowledge that we are in receipt of the following to the above noted lot number.

Items Received:

_____Front Door Key(s) (specify quantity)

_____Fob(s) (specify quantity)

_____Garage Door Remote & Gate Opener(s) (specify quantity)

_____Mailbox Key (s) (if applicable)

_____Closing Gift

_____Other (specify)

_____	_____
Purchaser/Designate	Purchaser/Designate
_____	_____
Date	Daniels LR Corporation

Living in a condominium community often requires adjustment and we offer the following insight to ensure this transition is a smooth and happy one.

The most important and informative document pertaining to condominium living is the Disclosure Statement, which you received at the point of sale. Enclosed in that document is a summary of the budget which outlines your maintenance fees with respect to services and general expenses. Also included are the Declaration and by-laws. These define the common element areas and outline the responsibilities of the homeowners and of the Condominium Corporation. Portions of the by-laws pertain to rules and regulations that govern the policies of the Board of Directors and apply to all residents. Please be sure to familiarize yourself with these documents. Your lawyer provides the finalized documents to you on the Unit Transfer Date. Any questions regarding the Condominium Corporation's documents are best directed to your lawyer.

Common Elements

Common elements are covered from the date the Condominium Corporation is registered, unlike the individual unit which is covered from the date of possession. The homeowner will not get title to their home until the entire complex is registered. Please refer to your Homeowner Information Package supplied by Tarion for further details.

Once the project is registered, the common elements will be inspected by the Building Sciences Engineer and representatives from both Daniels LR Corporation and Property Management. Common element items will not be documented on your interior PDI list. All common element deficiencies must be submitted on a Common Element Deficiency Form in writing to the attention of your Board of Directors/Property Management Office.

Exterior Common Element Deficiencies

An exterior inspection (Construction Audit) is conducted around the time of registration to list damaged or deficient exterior items. Common element concerns are only addressed when the builder is in receipt of this final deficiency list, unless there is an emergency situation. Weather dependent exterior work is performed from spring through early fall.

Exterior, common element concerns should be addressed to the Condominium Board of Directors and the Property Management. It is the responsibility of the Board along with your Property Manager to inspect the exterior of the site and provide Daniels LR Corporation with a comprehensive list of exterior concerns.

Understanding Common Element Warranty

All condominiums come with some common elements. These include shared spaces such as roofing, caulking, exterior cladding, parking structures, interlock patios, fencing and some mechanical systems. These elements are all covered under a common element warranty that is managed by your Condominium Board of Directors.

The Role of the Condominium Board

The Board of Directors is made up of a group of unit owners who are elected to run the Condominium Corporation on behalf of all unit owners. Your Property Manager is the Condominium Board's representative.

Common Element Warranty

The Condominium Corporation is deemed to be the owner of the common elements, thus warranty claims involving common elements must be submitted to Tarion by the Condominium Corporation. Common element claims cannot be submitted by an individual unit owner. If a unit owner sees a common element problem, the owner should contact the Property Manager.

The process for making common element warranty claims is through a Common Element Deficiency Form. Any common element items listed on Tarion forms will not be accepted, they must be submitted to the Property Manager.
For more information on builder repair periods for common element deficiencies, please refer to page 23 of your Homeowner Information Package, "The Warranty Process for Common Elements

COMMON ELEMENT DEFICIENCY FORM

Olivia Marie Gardens Phase 2
Brampton, ON
Please complete this form in full and return to management (please print):

Name: _____ Date: _____appl

Address: _____

Tel (Home): _____ (Bus): _____

Email: _____

_____
_____
_____
_____
_____
_____

Signature: _____

Office Use Only

Date Rec'd: __/_____/_____ Inspected: ____/_____/_____ Order Given: _____/_____/_____
_____
_____
_____
_____
_____

Turnover Meeting

The Turnover Meeting takes place approximately four to six weeks after the final closing (Unit Transfer Date). At this time, Daniels LR Corporation (the original Board of Directors) resigns and turns over all relevant documents to the Condominium Corporation. A new board of directors can be elected at this point to represent the homeowners.

A notice regarding this meeting will be forwarded to homeowners once the condominium has been registered.

Board of Directors

The Board of Directors is made up of a group of unit owners who are elected to run the condominium corporation on behalf of all unit owners. Your Property Manager is the Board's representative.

Any interested homeowner who wishes to be involved in representing the Condominium Corporation on behalf of the residents may either volunteer or be nominated by a homeowner. The Board terms will be staggered for one, two and three years. This will allow for experienced Board Members to remain on the Board after each Annual General Meeting election which will provide continuity and experience.

Qualifications:

No person shall be a director if,

(a) the person is not an individual;

(b) the person is under 18 years of age;

(c) the person has the status of bankrupt;

(d) the person has been found, under the *Substitute Decisions Act, 1992* or the *Mental Health Act*, to be incapable of managing property;

(e) subject to the regulations, the person has been found to be incapable by any court in Canada or elsewhere; or

(f) the person has not complied with the prescribed disclosure obligations within the prescribed time. 2015, c. 28, Sched. 1, s. 27.

In addition to the requirements set out above, such person (a) owns and lives in a Residential Unit in the Condominium; (b) does not hold a position on the board of directors of any other condominium corporation or a co-operative corporation; and (c) does not own, or occupy, the same Residential Unit as another director on the board.

Disqualifications:

A person immediately ceases to be a director if,

- The person becomes an un-discharged bankrupt or a mentally incompetent person; or
- A certificate of lien has been registered under subsection 85(2) against a unit owned by the person and the person does not obtain a discharge of the lien under subsection 85(7) within 90 days of the registration of the lien.

Consent:

A person shall not be elected or appointed as a director unless the person consents.

Deemed Consent:

A person shall be deemed to consent if the person is present at the meeting when elected or appointed and does not refuse to act as a director.

Written Consent:

A person who is not present at the meeting may be elected or appointed if the person consents in writing to act as director before the meeting or within 10 days after the meeting.

The Board of Directors usually meets with property management on a monthly basis or as required. One General Meeting is required each year and at this time all members of the Corporation are updated regarding the business of the Corporation and the audited financial statements are reviewed.

Property management is there to guide and assist the Board of Directors and the Corporation.

Training Information:

There is also a training course that will need to be completed once you are elected. This course is online and split into modules, the total course is 3 hours long and is valid for 7 years. You can complete the modules in multiple sessions or in one stretch. Here is the excerpt from the CAO – Condo Authority of Ontario their website is https://www.condoauthorityontario.ca/en- US/training/

The CAO's Director Training Program consists of 21 short e-modules covering important topics that are relevant to condo board directors. The online modules are short, easy to follow, and include knowledge checks that provide multiple opportunities to answer correctly before moving on to new content. There is no pass/fail exam.

The modules range in length from approximately 10 to 20 minutes at audio speed. The entire training program will take between three to six hours to complete, depending on whether you listen to the audio recording or read the transcript.

WASTE

Midrise Buildings:
A garbage chute is located on each floor for ease of disposing refuse and recyclables. Garbage sorting options are available at the chute door.

Site Specific Requirements:
Do not leave any refuse or garbage on the construction site. There are very strict regulations governing homeowners on active construction sites and severe penalties will be levied to anyone found disregarding these regulations.

MAIL

Midrise Buildings: Canada Post will deliver mail to the mailboxes located at ground floor Lobby. All homeowners will receive keys at time of their occupancy.

All homeowners will be required to pick up mailbox keys from Canada Post at 26 Hale Road, Brampton, L6W 3M1 Monday to Friday from 10:30 AM – 5:30 PM.

All homeowners can begin applying for a change of address at any time at 1-800-267-1177 or online at canadapost.ca/ticket. Until regular mail delivery begins, Homeowners can pick up their mail at the location listed below with proof of ownership such as a certificate of possession or mortgage information and current photo identification. The post office will supply the homeowners with their keys to the Canada Post Community Mailbox at that time.

Canada Post: 26 Hale Road, Brampton, L6W 3M1, Monday to Friday from 10:30 AM – 5:30 PM.

Your municipal Address for Olivia Marie Gardens Phase 2:

Building 3: 58 Sky Harbour Drive, Brampton + suite number, L6Y 6J1

Building 4: 62 Sky Harbour Drive, Brampton + suite number, L6Y 6J2

PETS

Pets are allowed in this condominium project. No more than 2 dogs or 2 cats or 1 of each shall be kept or allowed in any residential unit. See your Condominium Disclosure Statement for further details.

VISITOR PARKING

Visitors parking is located on the surface. Homeowners are not allowed to park in the visitor spaces. For more information on visitor parking please contact your Property Manager.

FULLY LANDSCAPED COMMUNITY

The Olivia Marie Gardens community features a shared courtyard with outdoor seating between the two buildings. There are benches and bike parking in this area.

BUILDING FEATURES

Entry-phone system in main entrance vestibules.

Vehicular access to parking via Sky Harbour Drive. There is one level underground parking as well as surface parking spots allocated to unit owners. Visitors' spots are only available on surface parking.

Storage Locker and Bicycle storage rooms in the underground parking garage. **Note:** Storage lockers are sold separately.

MIDRISE BUILDINGS SPRINKLER INFORMATION

Understanding your fire sprinkler system: Your Condominium unit has a built-in fire sprinkler system. If you have a fire in your unit, the sprinkler will put it out or control it with water.

Care and protection of your fire sprinklers: Make sure nothing is blocking your sprinklers. Keep pictures and large furniture away from sprinklers on walls. Hang lamps and plants away from ceiling sprinklers.

Do not hang anything on sprinkler covers: Even light weight items can damage sprinklers. Keep paint away from sprinklers covers. Do not use tape on sprinkler covers when painting, use care when painting around the covers.

Be cautious while moving large and tall furniture in your unit. Do not bump sprinklers or exposed pipes. Also teach your children not to touch or play with the sprinklers.

INSURANCE

Daniels LR Corporation feels that it is important to remind you of your insurance responsibilities as well as the responsibilities you have to the Condominium Corporation. Failure to maintain adequate Condominium Unit Owners Insurance could result in severe financial hardship should a serious loss occur. The Vendors insurance requirements are detailed in the Occupancy & Final Closing Information Package previously issued to you by our Sales administration Department.

Your insurance responsibilities as a Unit Owner are as follows:
Improvements or betterments made to the unit - i.e., wallpaper, paneling, light fixtures, upgraded flooring and upgraded kitchen cupboards (reference should be made to the bylaw located in your Condominium Documents),

- Personal Liability - your legal liability arising out of your personal activities as a Unit Owner and the ownership of your Individual Unit,
- Personal Property - i.e., furniture, clothing, and all personal effects within the Residential Unit and personal property and chattels stored elsewhere on the property, including automobiles, items in storage units, as well as any bicycles located in storage units/bicycle rooms, etc.,
- Loss of use and occupancy of the Residential Unit in the event of damage.

At Interim Occupancy Closing, Purchasers can get public liability insurance and insurance for contents and loss of use. Insurance for improvements to the unit requires ownership.

<u>During the Interim Occupancy Period, Purchasers are responsible to provide insurance as follows:</u>

- Coverage for public liability insurance for not less than Two Million Dollars, naming the Purchaser and his/her family as loss payees. Purchasers should ensure that their policy includes loss of use and occupancy of the Residential Unit.

No interim closing will be considered complete, and no keys will be released unless a copy of the insurance coverage is provided on the interim occupancy date.
Unit Owners should be aware of the following:

- You may be responsible for the deductible under the Corporation's Insurance Policy if a loss occurs to any property the corporation is responsible for insuring. This charge back of the corporation's deductible would apply if the damage was a result of an act or omission on the part of the unit owner.
- If an insurable loss assessment is valid under the Condominium Corporations governing rules, you could be responsible for your share of this special assessment – this could be quite substantial.

The Condominium Corporation is responsible for insuring the following: The Townhome and Midrise Buildings.

- Personal property of the Corporation excluding the personal property of the homeowners.
- The units, as defined in the Condominium Act from an insurance standpoint, excluding any improvements made or acquired by the homeowners.
- Liability against the legal liability imposed by law, as the result of bodily injury and property damage, arising out of the Corporation's activities as a condominium. This coverage is extended to provide coverage on behalf of the individual homeowners but only with respect to their interests in the common elements of the condominium.
- Machinery coverage as required by the Condominium Corporation.

In the event of a potential claim, an insurance adjuster will be required to view and access the damage to determine cause and responsibility. Please ensure that you contact the management office immediately.

APPLIANCES

Overview and Delivery Contact Information

Delivery and Installation

The delivery and installation of your appliances is included in the purchase price of your home.

Washer and Dryer

For added protection, it is recommended that the washer supply lines be turned off during an extended period away from home. The water shut off device is located either behind the machine or at the side - you simply turn the valve to the off/on position.

The dryer is equipped with a lint trap inside the machine that needs to be cleaned after each use. **There is also an exterior lint vent on the ceiling or wall by the dryer.** The panel can be removed by pulling down the handle to allow cleaning out the lint from the screen surface. Both lint screens must be cleaned frequently.

The Brick Warranty

Your appliances have a one-year manufacturer's warranty beginning on the date of occupancy. The Brick will schedule all service inquiries and appointments on your behalf. The manufacturer's warranty only includes functioning parts, not cosmetic defects. You may also purchase an additional four-year extended warranty. For details, please contact Catherine Albandia at (416)-635-4846 or calbandia@thebrick.com before your occupancy date.

Contact The Brick Department at (416)-635-4846 or e-mail customer service danielshelp@thebrick.com to schedule any service required for your appliance. Please provide your serial number, the model number (located on the machine) for the appliance. **Service will not be provided without the serial number.**

It is the homeowner's responsibility to contact The Brick to book service appointments for your appliances.

NEW HOME MAINTENANCE GUIDE

The Daniels LR Corporation's service program continues well beyond the occupancy of your new home; however, there are some responsibilities that are the homeowner's. Not all of your concerns can be handled by our service representatives. The information enclosed has been designed to help you better understand your responsibilities as a homeowner.

Brochures for furnaces/air handlers and air conditioning are affixed to the unit at the time of installation and should be removed and kept with your other important documents. Calls regarding the repair of air-conditioners will be dealt with during normal business hours and are not considered an emergency.

Please be advised that alterations or additions to any of the services and materials in your home could void the warranty. If you have any contractor perform work in your home that in any way affects present services, i.e., electrical, heating, plumbing, we will not be responsible for any malfunction or deficiency relating to this area. Please ensure the contractor you use agrees to assume your warranty coverage.

THE INTERIOR OF YOUR HOME

Laminate Wood Floors

Laminate Flooring in an eco-friendly manufactured flooring that is durable and easy to maintain. With this in mind, we have prepared easy-to-follow cleaning instructions that will allow you to preserve the quality of your hardwood and avoid unnecessary damage or staining.

Clean your floors with a solvent product approved for laminate wood flooring floor. This is available from your local hardware store. Do not use oil soap or any cleaning product that mixes with water. Ammonia will damage or dull many surface finishes and should not be used to clean your floor. Never wet mop or clean your laminate floors with water. Do not use any wax or a cleaner that must be mixed with water such as oil soap, as this may result in a loss of warranty. Water can dull the finish and permanently damage the floor. Wipe up spills as soon as possible, before they get sticky or dry. Remove dried spills with a cloth or a pad dampened with a manufacturer recommended cleaning product.

Drywall

Homeowners must maintain proper temperatures and humidity in the unit to avoid excessive settlement cracks. Maintain unoccupied units by keeping the heat or AC running, depending on the season. Settlement of the house may cause nail pops, hairline plaster cracks and other superficial defects. See the Condensation section for more information. Although Tarion Warranty Corporation guidelines do not cover these items, Daniels LR Corporation will repair them at the end of the first year with a coat of drywall taping compound only; **no sanding or painting will be done at this time**. The homeowner will be responsible for finishing beyond this stage.

Please submit deficiencies of this nature at year-end, as Daniels LR Corporation will return only once for repairs due to settlement and shrinkage.

Woodwork

The following characteristics are the result of natural movement and shrinkage of lumber framing and are common to all wood frame construction:

- Minor cracks may appear in wood surfaces.
- Minor joints may open in door and window trim.
- Wood flooring may open between boards or settle away from moldings at walls or under door jambs.
- Minor squeaks may appear under all floor coverings.
- Minor gaps may open between stair moldings and walls.

These characteristics are to be expected and are not covered under warranty. However, if any of the above seems extreme to you, they will be checked by our Service Department and repaired, at our discretion. Regular checking and the application of a latex filler caulking are considered homeowner maintenance. Repairs of this nature will only be performed once, so we recommend that you wait until year-end.

Interior Doors, Hardware, and Locks

Interior doors have a flat panel with a hollow core. During periods of excess humidity, they may bind slightly. See the Condensation section for more information. If this binding is severe, the doors can be adjusted. It is not necessary to use polishing compounds on interior hardware. Wipe occasionally with a damp cloth and polish with a dry soft cloth. In addition, lubrication may be required from time to time, and it is the homeowner's responsibility to maintain the proper working procedure.

Bathroom and Kitchen Care

Ceramic Tile Care

Ceramic tiles are very durable and hygienic. They will typically come clean with just warm water and most times there is no need for other products. For severely soiled tiles a cleaning product maybe required. When this is the case only use industry- approved products. Always read the directions for proper use and never mix products because this may cause dangerous fumes.

In dark areas of the shower stalls mold and mildew can sometimes form. Only use industry-approved products to remove this from ceramics tiles. Always ventilate the area when using chemicals and read the directions for proper use.

Countertop Maintenance

To assure the long-lasting beauty of your bathroom laminate countertops, the following is recommended:

- Avoid a concentration of water or wet cloth at or near the junctions of the countertop and sink, backsplash and other joints. Excessive water standing in the area of seams and/or joints may cause glue failure. Damage by excessive water is not warranted by the manufacturer or Normac Kitchens Ltd.
- Household bleach is not to be allowed to remain on the laminated surface.

To assure the long-lasting beauty of your kitchen and island quartz counter tops, the following is recommended:

- Hot pans or activated electrical appliances should not be placed on bare surfaces – use protective insulating pads.
- Abrasive cleaners or steel wool are never to be used.
- Do not use the surface as an ashtray or cutting board.
- Clean with a damp (not wet) soapy cloth; for stubborn stains use a household solvent, rinsing thoroughly with clean water immediately.
- Due to building settlement, the dap filler between the countertop and the wall might become loose. If so, cover with dap or silicone caulking.

CARE AND MAINTENANCE OF NORMAC KITCHEN CABINETS

WOOD, THERMOFOIL AND MELAMINE SURFACES

YOUR CABINETS ARE WARRANTED TO EXPOSURE TO TEMPURATURES UP TO 85°C (185°F). THE HIGH HEAT AND STEAM FROM TOASTERS, KETTLES, STEAMERS, AND OTHER COUNTERTOP APPLIANCES CAN BE MUCH HIGHER THAN 85°C (185°F), AND THEREFORE MUST NOT BE ALLOWED TO COME IN DIRECT CONTACT WITH THE CABINETS IN ORDER TO PREVENT DISCOLOURATION AND PEELING.

SELF-CLEANING APPLIANCES GENERATE INTENSE HEAT DURING THE CLEANING CYCLE. THE INTEGRITY OF THE APPLIANCE SEAL OR GASKET MAY BE COMPROMISED DURING INSTALLATION OR WITH AGE. RESIDUAL HEAT BUILD-UP AROUND THE APPLIANCE CAN DAMAGE THE SURFACE AND EDGES OF THE CABINETS. IF YOUR APPLIANCE IS ON WHEELS OR CASTERS, PULL IT OUT 3" OR 4" DURING THE CLEANING CYCLE. IF THIS IS NOT EASILY ACCOMPLISHED, NORMAC RECOMMENDS THE OPENING AND/OR REMOVAL OF ALL DOORS AND DRAWERS ADJACENT TO OR DIRECTLY ABOVE AN APPLIANCE DURING THE CLEANING CYCLE. ANOTHER ALTERNATIVE IS TO USE HEAT SHIELDS.

WHEN COOKING ON YOUR RANGE/STOVE TOP ALWAYS USE THE EXHAUST FAN TO PREVENT INTENSE HEAT AND STEAM FROM REACHING THE CABINETS.

DO NOT DRAPE DAMP CLOTHS OR DISHTOWELS OVER CABINET DOORS. THIS MOISTURE CAN CAUSE PERMANENT DAMAGE, SUCH AS PEELING AND DISCOLOURATION TO THE CABINETS' FINISH.

For normal cleaning use a clean, soft cloth dampened with a mild solution of two drops of dishwashing liquid per one gallon of water. Wipe off excess moisture thoroughly with a soft dry cloth.

Do not use strong detergents, solvents, abrasive cleaners, self-polishing waxes or dishcloths, which may contain remnants of these cleaners.

The interior of your kitchen is coated with a water-resistant topcoat. Water or other liquids when allowed to sit on the surface for prolonged periods of time may cause staining and/or bubbling. In order to prevent this, please ensure dishes, glasses, etc., are dried before placing them in the cupboards. Also, wipe up any spills immediately.

For wood doors only, clean with a light coat of high-quality liquid or paste furniture wax at least once every six months. Treat your woods as you would fine furniture and they will reward you with lasting beauty and use.

Normac Kitchens – Warranty

Your kitchen and bathroom cabinets are guaranteed against defects in material and for workmanship by Normac kitchens Ltd. Joints between the cabinet(s) and the wall(s) of the building as well as the adjustments on the doors and drawers, may need to be resealed or adjusted at a later date due to the settling and drying of the building. This work is not covered under the warranty.

Nature creates – but never Duplicates, so two pieces of wood even from the same tree are never exactly alike. Due to the difference in natural colour and grain, each piece of wood will react differently to the finishing materials used.

Warranty Exclusions:

- Normal wear and tear on materials.
- Damages caused by resident.
- Water damage in cabinets, door, and counters.
- Natural grain variation in wood.
- Normal colour aging and discolouration on cabinet doors and components.
- Cabinet door adjustments due to settling.
- Normal contraction and expansion of wood components due to temperature and humidity fluctuations.

Ventilation - Exhaust Fan

Exhaust fans expel moisture to the exterior. The exhaust fan located in the kitchen, washroom and laundry room expels moisture to the exterior. The kitchen exhaust fan must be switched on when you are cooking. This fan has a removable filter, which should be cleaned regularly. New filters can be purchased at your local hardware store.
The bathroom(s) are equipped with a ceiling box which is connected to the exhaust fan system. The fan in unit also acts as a central exhaust fan by drawing stale warm air from the bathroom(s) which pre-heats the incoming fresh air supplied to the air handler.

The bathrooms are equipped with exhaust fans. These fans are wired to run at low speed continually (24 x 7) providing ventilation to the suite by means of drawing fresh air (The corridors are pressurized with tempered air by the MAU located on the roof of the building) from the corridors through the gaps and undercut in the suite entry door. These fans will run at full speed when switched on in the bathroom when in use.

Shower Doors and Mirrors

The best and safest cleaner is warm water used with a soft cloth. Be careful not to allow the edges of mirrors to get wet for a period of time. This is especially important when cleaning mirrored surfaces because the cleaner can get caught in the side or bottom of the mirrored edges.

Manufacturer's recommendations:

- Do not use cleaners with acid-alkali or ammonia bases. Most household or glass cleaners are ammonia based. These will attack the mirror edges and backing causing black edges.
- Remove surface marks and stubborn dirt with super fine 0000 oil free steel wool, not solvents. Never use an abrasive cleaner on the surface.
- Do not spray cleaners directly onto the mirror. Instead, apply cleaner to a soft cloth and then wipe the mirror. This will prevent puddling at the mirror edges.
- Always use soft, grit free cloths to reduce chances of surface scratching and be sure to dry all joints and edges.

Smoke Detectors and Carbon Monoxide Detectors

The combination smoke and carbon monoxide detector(s) are hard wired directly to the electrical panel. Each bedroom is equipped with a smoke detector. All of these devices are equipped with battery back-up. All the devices are also equipped with a visual "strobe light" alarm. The carbon monoxide detectors are typically located on the bedroom level in the hallways.

Be sure to clean your smoke detector & carbon monoxide detector at least twice a year. Dust particles and cobwebs can affect the sensitivity of the device. Using the brush attachment of your vacuum, gently dust the smoke detectors. Do not paint any of your detectors. All alarms should be tested, and the back-up batteries should be replaced regularly. The smoke detector and carbon monoxide alarm device replacement dates should also be inspected, and the devices should be replaced accordingly. Should a device require replacement after the warranty period, please ensure to contact a qualified electrician.

HEATING AND AIR CONDITIONING

Heating System

Please refer to the information supplied by the manufacturer regarding maintenance.

Although all heating systems are balanced prior to closing, homeowners are advised to adjust the heating system to suit individual preferences. To balance heat, you should refer to the manufacturer manual to adjust the diffusers.

If the homeowner installs a furnace humidifier after turnover, it must be checked frequently in the winter to ensure that the proper water level is maintained, and the reservoir and plates are clean. Power humidifiers require similar attention.

NOTE: Please be advised that alterations or additions to any of the services and materials in your home could void the warranty. If you have any contractor perform work in your home to the present services, i.e., electrical, heating, plumbing, this warranty coverage if it is determined the alteration is the source of the malfunction or defect and will be excluded from warranty. Please ensure the contractor you use is licensed and agrees to assume the warranty.

Sometimes you may hear snapping noises in the heating system. This sound means the pipes and other metal components of the distribution system are expanding and contracting with the temperature changes. The noises, particularly common during start up, this does influence the performance of the heating system and are to be expected.

Items should not be placed over or in front of vents to avoid blocking air flow.

Prior to calling for service, you should always perform the Trouble Shooting list below.

Air Conditioning

During the air conditioning season, it is recommended by our Contractor that you follow the instructions listed below to ensure proper care and use of your A/C unit.

- Make sure the power is on at the electrical panel for the air conditioner.
- Thermostat should be set for cool and no lower than 21 °C to 22 °C
- The furnace/air handler filter must be kept clean, it is recommended to change the filter a minimum every 3 months.
- If the homeowner notices ice build-up at the furnace/air handler or the outdoor unit, chances are the furnace filter is dirty.
- Ensure windows and doors are closed and locked.

AIR HANDLER SYSTEM OPERATION GUIDE

Heating and air conditioning are provided by a high velocity air handler with high efficiency motor and a 13 SEER outdoor condenser complete with sealed ductwork as required by the manufacturer.

Heating Mode

The air handling unit fan will switch to the heating speed and the pump on your dual-purpose water heater will circulate hot water through the air handler in order to heat your home. The amount of heat delivered into your home will depend on your hot water temperature, and your airflow. If the airflow is restricted or the temperature on your dual-purpose water heater is set too low, you may have insufficient heat. Always ensure that all vents are not blocked and accessible.

Cooling Mode

The air handling unit fan will switch to high speed to ensure maximum airflow. Always ensure that all supply outlets are not blocked and accessible. The air conditioning will only work effectively when the outside temperature is above 18°C. Do not use air conditioning with windows open.

System Maintenance

Ensure that there is always a filter in place and check every month to ensure that the filter is clean. A dirty filter will affect performance, warranty, and possibly damage the equipment. The amount of time between filter cleaning and changing will depend upon the living habits of the homeowner. It is recommended the air filter be changed a minimum of every 3 months. With a clean air filter, you not only have cleaner air, but you will also help maintain unit efficiency and increase operating life. During ongoing subdivision construction, please check your filter more frequently. Ensure dirty filters are replaced.

HVAC Trouble Shooting List:

Daily air conditioning system will release hot air for a couple of minutes. The system requires this necessary process and should not be interrupted.

- ❑ Check your thermostat – is it set to HEAT or COOL?
- ❑ Check your thermostat – if there is nothing showing on the panel, replace the battery.
- ❑ Check the breaker in your electrical panel – is it ON?
- ❑ Check the furnace/air handler power switch – is it ON? This switch is located in the mechanical room and looks like a light switch.
- ❑ Check the furnace/air handler filter to see if it is clean. It is recommended it be changed a minimum of every 3 months.
- ❑ Check the vent termination outside for blockage.
- ❑ Check the drain line from your furnace/air handler to see if it is blocked/kinked.
- ❑ If the air conditioning line freezes up and ice is forming, turn the system off and change the furnace/air handler filter. Allow the system to fully defrost at least 24 hours before your turn it on again. Should the problem persist, contact customer care.
- ❑ Please note the Tarion New Home Warranty specifies that warranty does not apply in respect to "Damage resulting from alterations, deletions or additions by the homeowner, or improper maintenance".

WATER HEATING EQUIPMENT

Integrated High Velocity Air Handlers and High Efficiency Water Heating Equipment

- The space heating system installed in your home comprises of High-velocity system, which requires hot water on-demand from the Instantaneous Hot Water Heater. This Instantaneous Hot Water Heater combined with the storage tank (henceforth referred to as hot water equipment) also provides domestic hot water to the entire home. The hot water equipment is located in the mechanical room.

- **The hot water equipment installed in your unit is rental equipment, which requires the homeowner(s) to make a rental or purchase agreement with the rental company – Genesis Home Services**.
  This hot water equipment has been specified based on the design requirements of the space heating system and domestic hot water in this home. We recommend that this specific hot water equipment is retained by the homeowner with all other equipment for maximum efficiency and proper operation of the heating system. Also, the homeowner should not be making any changes or alterations to plumbing between the hot water equipment and the air handlers.

- The high velocity space heating system shall be serviced by the original installation contractor Aria Comfort Systems' Heating and Air Conditioning or their authorized service agents during the warranty period.

- The hot water equipment shall be serviced by **Genesis** or their authorized service agents.

- It should be noted that, if for any reason this hot water equipment is replaced by any other water heater/ equipment, the applicable warranty on all HVAC and domestic water system provided by the builder shall be void.

Frequently asked questions about the Hot Water Tank Rental

- **What is the term of the hot water tank rental?**
  The rental agreement is for both the storage tank and the Glow Brand is for a 7-year term.

PLUMBING

Bathtubs and Sinks

The manufacturer recommends that abrasive cleaners should not be used to clean tubs or sinks as they may cause scratching, discolouration, or dullness to the surface of the fixture. Mild multipurpose spray or liquid cleansers are recommended. Chips, scratches, cracks and surface damage are not accepted as warranted deficiencies unless noted on the PDI. Sink and bathtub plugs should be cleaned at regular intervals to ensure proper drainage.

Water Shut-Off Valve Locations

Your unit is equipped with water shut off valves in the following areas:

- The kitchen valve is located below the sink (includes dishwasher)
- The laundry valve is located in the laundry room. It is recommended that this valve be turned off after each use or if leaving the home for an extended period of time.
- The bathroom valve is located below the sink and behind the toilet in each bathroom. The powder room valve is located behind the pedestal sink.

Please be advised, location may vary for certain layouts. You will be shown the location at the time of your PDI.

The dishwasher water valve was shut off during your PDI. Before using your dishwasher, please open this valve which is located under the kitchen sink.

We recommend that the water should be turned off at all water sources in your unit when you are away for prolonged periods of time.

Note that the main water shut-off valve must remain open during this time to provide a continuous supply of water to the air handler especially during the winter months when the thermostat is set to heat.

In case of a plumbing emergency, every member of your household should know the location of these

valves. Helpful hints to avoid sink and drain stoppages and clogged drains:

- Do not pour grease or fats down the drain; they should be disposed of with your organic waste.
- Do not wash coffee grounds down the sink; throw them out.
- Use chemical cleaners sparingly, especially if you have metal pipes.
- Some tub/shower and floor drains have strainers that are screwed into the drain opening. You can remove these and reach down into the drain with a bent wire to clear out any debris that has accumulated there.
- Clean pop-up stoppers in the bathroom sink by lifting them out and rinsing them off on a weekly basis.

Kitchen: Located below the sink. You have shut-offs for both the sink and the dishwasher.

Bathroom: Located inside the vanity in each Bathroom.

*These pictures are approximate locations of the water valves depending on unit layout.

Laundry and Mechanical Room Floor Drains

A small white plastic or copper line has been installed from your main washroom shower head supply line to the floor drain in the mechanical room or laundry room. Every time you use your main washroom shower, a small amount of water will pass through this hose and into the floor drain waste trap. If you do not use your shower regularly manually add water to the floor drain. This will prevent any sewer smell from entering through the floor drain waste trap.

Sewer Back-up

If the sewer backs up during the warranty period, call Daniels LR Corporation Customer Care Department for further investigation.

Toilets and Back-Ups

As per Ontario Building Code, every new home built since 1996 must use water saving toilets which can use a maximum of 4.8 liters of water per flush. These low-flow toilets require further precautions on the part of homeowners. If it should appear that one flush is not adequate, wait until the flushing cycle is complete before flushing for a second time. If a second flush is implemented before the first flush has completed, the toilet will overflow. Ensure that the water has returned to normal level before flushing.

If a toilet appears to be clogged, do not perform a second flush while liquid is still present in the bowl. Use a plunger to dislodge the obstruction. When the obstruction has cleared and the bowl has emptied, a second flush is in order. The correct way to use a plunger is to put it in the bowl with water in it. Perform a series of short and quick strokes, and then pull up until everything goes down the drain.

Chemicals found in some toilet bowl cleaners, particularly the automatic dispensing variety, will cause the toilet tank components to fail prematurely. We do not recommend the use of these types of cleaners, as they will void your warranty.

If the toilet backs up during the first two weeks of occupancy, Daniels LR Corporation should be notified. A plumber will check the system and, if the blockage is caused by misuse, or foreign materials, the homeowner will be billed for the repairs.

If the toilet backs up after two weeks of occupancy, call a plumber of your choice directly to clear the blockage.

Leaks

Should you notice any water leakage during the **first 2 years** please contact our Customer Care department and our Service team will review. Water penetration from the exterior of the home such as rain or melting ice should be immediately reported to the Property Management.

Please be aware that any water damage from the improper usage, maintenance or modification of the plumbing fixtures, pipes, systems, and appliances is not covered by the warranty.

Water spillage that results in water damage to other areas, i.e., cabinets, flooring, baseboards/trim, or ceilings below, will not be excluded from warranty.

Electrical

There is a two-year warranty on electrical installation and system distribution. Light fixtures installed after occupancy must be installed by a certified electrician. Circuit breakers are safety devices located on your electrical panel to prevent overloading and fires. They stop the electrical current if it exceeds safe levels. If the demand for electrical current exceeds the safety level, a circuit breaker will trip causing power loss. This scenario requires manual resetting of the breaker. The tripped breaker will be in the *off* position; the circuit must be turned to the *off* position and then back to the *on* position to restore power.

If the breaker has been tripped and is in the *off*, or in between *on* and *off* position, ensure that the circuit is not overloaded by too many appliances, lamps, etc., on that circuit. Reset the breaker by switching it *on* and *off* at least twice. In all instances when checking the circuit breaker, the breaker switch should be turned *off* and then *on* to ensure the proper connection is being made. Circuit breaker switches do not always fully move to the *off* position when the circuit is tripped. Circuit breakers should be tested in this manner at least once a year. If the problem persists, contact Daniels LR Corporation Customer Care Department to arrange for service.

As per the Ontario Building Code all electrical outlets have a tamper proof feature.

Power Failure in Washrooms or at Exterior Receptacle

Ground Fault Circuit Interrupters (GFCI) detect any loss (leakage) of electrical current in a circuit that might be flowing through a person using an electrical product. When such a loss is detected, the GFCI turns electricity off before severe injuries or electrocution can occur. These outlets are required in areas near water. You can recognize the GFCI by the two buttons on the outlet; one says *test* and the other says, *reset*. Outlets in the washrooms are inter-connected; when there is similarly no power in one bathroom's outlet then there is no power in the other bathroom's outlets.

In the event of an electrical short, the GFCI will stop the flow of electrical current through the circuit within fractions of a second. Check and push the reset button located on the electrical outlet in one of the bathrooms, on the exterior receptacle, in the kitchen or on the garage wall receptacle. If the *test* button is popped out, power has been disconnected from the GFCI; you will have to press the *reset* button to gain power in the outlet.

Homeowner Electrical Tips

- Never overload electrical outlets.
- Should a certain circuit not work, it usually means that the circuit breaker has been *tripped* due to overloading of the circuit.
- As per the Ontario Building Code all electrical outlets have a tamper proof feature. This is a safety design to prevent insertion of foreign objects, specifically by children. These receptacles make it slightly more difficult to plug-in your devices. A bit of force may be required for insertion, and we recommend trying to insert the devices' prongs at a slight angle.

WINDOWS

All newly constructed homes will experience some level of condensation. This condition happens at various times of the year and could occur throughout the home. This is usually due to insufficient exhausting of the humid air in the home. Lifestyles, cooking habits, pets and plant life are also contributing factors to the humidity level in the home, sometimes relating to condensation.

Excessive humidity levels in the home may cause water to run down walls and windows, and cause mold to appear. Opening a window (when the weather permits) or turning on an exhaust fan will also help ventilate the home. If mold and mildew appear, please use a mixture of one-part bleach and four parts water. Let stand for ten to fifteen minutes, then rinse and dry. In extreme cold weather, ice may form on the windows, which is not unusual.

It is the responsibility of the homeowner to maintain the humidity levels in their home and any damage caused by dampness or condensation is excluded from the statutory warranty. See excerpts from the Tarion Construction Performance Guidelines on the following page.

Always ensure that an operational window is unlatched before opening. Failure to do so could result in a cracked windowpane. Applying films to the window can cause heat to build up on the window's surface which can also result in cracked windowpanes.

CONDENSATION

Condensation is a temperature and humidity related problem. It usually occurs in the winter when the air outside is very cold, and the inside air is warm.

As your unit is virtually airtight, there are a few guidelines that should be followed in order to eliminate condensation and prevent associated moisture damage:

- Always use the bathroom fan when using the tub or shower.
- Always use the stove hood fan when cooking.
- Place the fan switch on the thermostat in the *on* mode to keep the air moving.
- An excessive number of plants will cause excess humidity.
- Humidifiers should be used with caution. Ensure the unit is the correct size for the unit and monitor for signs of excessive humidity.
- Do not block window or place large pieces of furniture.
- Occasionally open a window during daytime, even slightly, to exchange the air inside your unit.

EXCERPT FROM TARION'S CONSTRUCTION PERFORMANCE GUIDELINES

Attached is an excerpt from page 154 of Tarion's Construction Performance Guidelines, with specific regards to the coverage of water condensation.

8.5

CONDITION

CONDENSATION AND/OR FROST ON WINDOWS

Acceptable Performance/Condition

Condensation may occur on interior window surfaces.

Warranty

None.

- Damage caused by dampness or condensation due to failure by the homeowner to maintain adequate ventilation is excluded from the statutory warranty.

Action

None.

Remarks

Condensation occurs when water vapour in indoor air contacts cool surfaces such as window glass. Condensation on interior window surfaces is common during cold seasons. When outdoor temperatures are well below freezing, ice may form at the bottom of the window.

Since it is important for homeowners to maintain proper humidity levels within the home to prevent damage to other components such as hardwood flooring and for physical health, some condensation on windows may be expected. Indoor humidity levels may be controlled by dehumidification, ventilation or air conditioning.

Interior air moving over the windows can help control condensation. Heavy draperies or window coverings that cover windows and block heat diffusers can prevent air flow. Running the furnace fan continuously in conjunction with the principal exhaust fan, can also help to control condensation on windows.

Included with your manual is a copy of the Canada Mortgage and Housing Corporation's *Moisture and Air, Householder's Guide – Problems and Remedies*. This booklet is intended to assist you to identify the signs and possible cause of moisture and moisture-related air quality problems in your home.

THE EXTERIOR OF YOUR HOME

Exterior Hardware

The manufacturer recommends that harsh chemicals or abrasive cleaning materials not be used in cleaning exterior satin nickel products. Water should be used to remove dust and dirt and a soft cloth to wipe dry. Mild car wax should be applied on a regular basis (every three weeks) to protect the surface and maintain the luster.

Exterior Doors and Locks

The exterior doors are steel clad insulated doors. During periods of extreme cold, weather-stripping around doors may lose flexibility, causing the door to be slightly more difficult to lock and unlock. If the doors are extremely difficult to operate, please advise us at Daniels LR Corporation Customer Care Department in writing within the first year of occupancy and we will adjust the door.

In addition, lubrication may be required from time to time, and it is the homeowners' responsibility to maintain the proper working procedure. For keyed exterior locks, a small amount of powdered graphite dry lubricant blown into the key-way and into the latch bolt will ensure smooth operation.

Please note that homeowners are not allowed to change their front doors and locks as per the Condominium Declaration.

Exterior Lights

Homeowners are responsible for changing their light bulbs in the exterior light fixtures. An energy saving bulb such as a compact fluorescent bulb, **cannot be used** in the fixture, only use approved exterior bulb(s) are recommended as per the manufacturer' specifications. However, any other maintenance concern should be addressed to the Property Manager.

Weather-Stripping

Twice a year, the tracks on the doors and windows should be lubricated. Silicone spray can be used on the tracks. Although windows and doors are weather-stripped, they cannot be 100% leak-proof in extreme weather conditions such as rain driven by high winds.

Concrete Floor (entry porches)

Any spills on concrete floors are very difficult to remove and should be attended to as soon as possible. Salt can cause minor pitting of the porch floor. It is the homeowner's responsibility to maintain their porch floors. It is normal for hairline cracks to appear in the concrete floor and these cracks are not covered under warranty. Please be assured that these hairline cracks are a normal part of the concrete curing process and do not affect the structural integrity of the concrete.

Exterior Hose Bibs Townhomes (one to lower patio of ground floor units as per model selected)

Exterior hose connections should be shut off and drained in the fall prior to the onset of freezing temperatures. To accomplish this, a shut-off valve with a drainage nut is provided on the water line inside the house wherever a water pipe penetrates an exterior wall for a hose connection. To prevent frozen pipes in cold weather, please follow this procedure:

1. Locate and open the access door on the inside of the exterior wall or the adjacent partition wall just behind the location for the outside hose bib and turn off the valve.

2. Open the exterior tap and pull plastic nib inside of pipe to release remaining water in the vacuum breaker.

3. Open drainage nut to drain the section of pipe going through the wall. You will require a small bucket to catch water remaining in the line.

4. Close drainage nut.

Grading and Hard Surfaces (Patios, Sidewalks and Walkways)

The grading on the property is designed to provide surface drainage away from the buildings and into the storm sewer system. Homeowners cannot change the grading as this may cause a drainage problem for adjacent homes.

During the first year of occupancy, it may be necessary for Daniels LR Corporation to enter the property to adjust or repair grading to ensure proper surface drainage. Daniels LR Corporation will repair drainage problems on any lots due to faulty or incomplete grading. However, if altered drainage is found to be the problem, the homeowner will be responsible. Our consulting engineers check the grade both before and after the sod or hard surfaces are placed. Daniels LR Corporation is not responsible for lot grading after the final inspection by the engineer.

Internal Roadways

All Internal Roadways are paved with asphalt.

A base coat of asphalt is first applied to these surfaces. We will repair the asphalt surfaces as required during the first year, or until the topcoat of asphalt is completed.

The interior roads of your community are a designated Fire Route and parking violators will receive a ticket.
It is therefore requested that no one park on the roadways of your community with this designation.

Snow Removal

Snow clearing will be done on the shared staircases only and the roadways. All other areas will need to be attended to by the homeowners. Salt damage to the porches, walkways and stairs are excluded from warranty.

Sod

The Contractor your Property Management hires will be responsible for maintaining all sod and plants after the closing date. Please note the following information:

- Please do not walk on freshly laid sod. The topsoil underneath is soft from watering and uneven surfaces and ruts will result.
- The new sod has already been fertilized at the sod farm and it is recommended to wait until the following year to add fertilizer, which would be a maintenance item.
- The irrigation system will be set to water the project at the times considered most beneficial to maintain the life of the sod and plant materials.

In the early spring when the snow begins to melt, care will be taken not to let any snow or ice remain in one area, as this will cause a *winterkilling* of sod. If the condominium's landscaping contractor notices this condition forming, they will spread the snow or ice to allow it to melt. Any major settlement which occurs in the lawn will be repaired by Daniels LR Corporation the following year if it is related to the settlement of backfilled excavations.

It may take up to two years for sod to knit into the subbase. During this time, puddles may form in the lawn after a rainstorm. This will correct itself in the first or second growing season.

For concerns regarding exterior landscaping and grading, please contact your Condominium Board of Directors and your Property Management Team.

Balconies

The balconies on upper floor units are complete with vinyl deck membrane, painted aluminum railings and privacy screens with tinted tempered (safety) glass inserts (as per model & elevation). If there are any concerns regarding the deck, please contact your Property Manager.

Patios

Ground floor patios are metal fenced and gated or open patios with aluminum privacy screens with obscure / frosted glass inserts (as per model selected).

PAINT INFORMATION

Olivia Marie Gardens Phase 2 units were painted with Benjamin Moore and Sherwin Williams Paints throughout your home.

The walls were painted in Flat Latex paint and trim and doors were painted in Semi-Gloss.

The ceilings were painted in Flat White. Extra paint can be purchased in store.

Store locations can be found online.

http://www.sherwin-williams.com/
https://www.benjaminmoore.com/en-ca

Your Home was painted with the following paints:

Walls - Ultra Spec Flat Warm Grey by Benjamin Moore

Trim - Ultra Spec Semi-Gloss Warm Grey by Benjamin Moore

Ceilings and Borders Pro Mar 400 Flat by Sherwin Williams

TARION'S GUIDE TO MAINTAINING YOUR NEW HOME

Excerpt from Tarion's Website: www.tarion.com
Below is a checklist of items that require maintenance during each season. Please note that some items listed below may not be applicable to your community. You should also check with your property management team if some exterior items apply. Conducting regular and proper maintenance on your home will help ensure that your statutory warranty rights are protected. Talk to your builder about what you should be doing inside and outside your home during the various seasons of the year.

Every Month:

- Check and reset GFCI outlets in the kitchens and bathrooms.
- Check and reset AFCI outlets in the bedrooms.
- Test smoke alarms and carbon monoxide detectors.
- Clean furnace filter and HRV.
- Check water heater for leak.

Spring:

March

- Check attic.
- Check sump pump.
- Remove snow and ice from overhang and vents.

April

- Check eaves troughs and downspouts.
- Inspect basement or crawlspaces.
- Check roof for loose or cracked shingles.
- Check driveways and walks for frost damage.
- Turn on exterior water supply.
- Plan landscaping to avoid soil settlement and water ponding.

May

- Inspect fences.
- Check caulking for air and water leaks.
- Lubricate weather-stripping.
- Check exterior finishes.
- Check windows and screens are operating properly.
- Check septic system.

Summer:

June

- Inspect air conditioning.
- Check roof.
- Check sheds and garages.
- Check sealing around windows and doors.
- Check septic system and clean if necessary.
- Fertilize lawn.

July

- Air out damp basements on dry, sunny day.
- Clean air conditioner.
- Check exhaust fans.

August

- Clean air conditioner filter.
- Air out damp basements on dry, sunny days.
- Inspect driveways and walks.
- Inspect doors and locks.

Fall:

September

- Check exterior finishes.
- Check garage door tracks and lubricate bearings.
- Check caulking for air and water leaks.
- Plant new lawn.
- Check fireplace and chimney.
- Check basement or crawl spaces.
- Check clothes dryer vent.

October

- Check windows and screens.
- Drain exterior water lines.
- Check roof including shingles, flashing and vents.
- Check weather stripping.
- Check sealing around windows and doors.
- Check septic system.
- Winterize landscaping and remove leaves.
- Shut off exterior water supply.
- Check eaves troughs and downspouts.

November

- Check attic.
- Inspect floor drains to ensure trap is filled with water.
- Check for condensation and humidity.

Winter:

December

- Check air ducts.
- Check for excessive snow on roof.

January

- Check furnace fan belt.
- Check exhaust fans.
- Remove snow and ice from roof overhang/vents.

February

- Check inside surfaces.
- Remove snow and ice from roof overhang/vents.

FREQUENTLY ASKED QUESTIONS (FAQ)

Q1. I see thin long cracks on my drywall (ceiling or wall), what should I do?

A. These are common in new construction. These can occur due to drying on new materials and because of settlement. These are cosmetic in nature and in no way affect your home. Although, these are not covered by warranty under Tarion guidelines, Daniels LR Corporation will correct these for you if you report them on your 30-Day form and/or Year-End form submission.

Q2. There are gaps in my laminate/wood flooring during the winter, is this covered by warranty?

A. Typically, this is not covered by warranty. During winter months the cold air in conjunction with low humidity causes shrinkage of materials. To prevent these gaps, maintain a temperature range of 20 to 24 Celsius and a relative humidity of 35-45%. This range is recommended throughout the year. See the Laminate Floors section for more information.

Q3. I moved in and my movers/delivery company/children caused wall damage and floor damage, will you fix this?

A. No, your warranty does not cover damage. You will need to make your own arrangements to fix this.

Q4. My windows are leaking water in the winter, what should I do?

A. This is very likely not a leak. During the cold winter months, a high indoor humidity can cause condensation on your windows which can lead to water collection on your windowsills. Water damage caused by Condensation is not covered by warranty.

Q5. Why is my mechanical (furnace/vents) systems making noises during start-up and stopping?

A. This is normal as there is a expansion and contraction of materials – this can particularly happen when the system has been off for a period of time.

Q6. The caulking/silicone application in my bathroom or kitchen countertop has separated, is this covered by warranty?

A. As per Tarion guidelines silicone and caulking are not covered by warranty. These materials can separate due to normal drying of materials. Daniels LR Corporation will correct these for you if you report them on your 30-Day form and/or Year-End form submission.

Q7. My door is creaking/squeaking, is this covered by warranty?

A. No, this is considered homeowner maintenance. You should oil your door hinges routinely to keep them functioning smoothly.

TRADE LIST

KITCHENS	NORMAC KITCHENS	905-889-1342
FLOOR & WALL TILES	BOUSADA INC	905-695-3371
CARPET & LAMINATE FLOORING	BOUSADA INC	905-695-3371
MIRRORS/SHOWER ENCLOSURES	MIRROR INTERIORS	905-829-2111
PAINTING	MAPLE LEAF PAINTING	416-471-1907
WINDOW COVERINGS	EN3	905-532-0343
ELECTRICIAN	CAMPOLI ELECTRICAL	416-213-9523
PLUMBER	UNIVERSITY PLUMBING AND HEATING LTD	416-630-6010
HVAC	ARIA COMFORT SYSTEMS INC	905-951-2500
WATER HEATING EQUIPMENT	GENISIS HOME SERVICES	905-857-4800

Congratulations once again and welcome to your new home at Olivia Marie Gardens Phase 2!

Remember to connect or follow us on social media:

Daniels
love where you live™

Wishing you continued happiness in your new home!
Sincerely,

Daniels LR Corporation
Customer Care & Warranty Service Team