

HOMEOWNER MANUAL



BELLARIA
TOWER 4

WELCOME HOME

Congratulations on your new Solmar home at *Bellaria Residences*.

As you settle into your new home, we hope that you will take a moment to review your Homeowner Manual. Homeownership is an exciting and rewarding experience, however, it is also an ongoing responsibility. We have put together this Homeowner Manual in order to assist you in understanding how to maintain your new home.

Additionally, this manual will outline some important information that will support you in your transition to condominium living.

We are committed to providing you with the best service possible and to facilitate the expeditious handling of all your service inquiries. Should you have any additional questions or concerns that are not covered in your Homeowner Manual, our Customer Care Department will be happy to assist you.

We wish you and your family continued happiness in your new home.

Sincerely,

Solmar Development Corp.

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IMPORTANT CONTACTS

Property Management	Your property management company, Elite Core Property Management , will be providing their property management expertise for your new home.	Email bellaria4@elitecore.ca Tel (905) 832-9002 Fax (905) 832-5493
Concierge	Your concierge will provide access control of all guest to your suite along with keeping your community secure at all times.	Tel (905) 832-9002
Gatehouse	Your gatehouse personnel will provide the front line access control to your community and communicate all information to your concierge, as well as enforcing the safety and security to your community.	Tel (905) 832-7722
Customer Care	Solmar’s Customer Care Department is committed to providing you the best service possible for any service inquiries related to your suite.	Email customercare@solmar.ca Tel (905) 660-9222 Fax (906) 660-0578
Emergency	For Ambulance, Fire Department and Police.	Dial 911

ALWAYS CONTACT YOUR CONCIERGE SO THEY ARE AWARE OF YOUR SITUATION
AND CAN ASSIST IN PROVIDING PROMPT ACCESS TO YOUR SUITE

MOVING AND DELIVERIES

Booking Your Elevator

You should advise Property Management of your move-in date as well as any deliveries as soon as possible. This will avoid any conflict with security personnel in allowing access into the building. It will also minimize confusion as there are generally three to four move-ins scheduled each day.

When your moving company arrives, the Concierge will direct them to the loading dock area and the Concierge will put the elevator on service mode. The moving or delivery people should remove all cardboard and boxes from the site or break the cardboard and boxes down and place them in the designated garbage area.

ACCESS TO YOUR HOME

Opening Suite Doors

In order for our Concierge to grant access to the building for any individuals, either residents or their guests, you must sign a waiver in advance whereby releasing the Condominium Corporation and Solmar from any liability. The Concierge will grant access to the building only.

Common Area Access

Complimentary access fobs are issued to each new purchaser for entry to all amenity areas in *Bellaria Residences* Tower 4. All keys and access transmitters must be turned over to any new owner upon sale of the unit. Non-residents, agents, and/or visitors are not permitted to be given access transmitters.

Access to the Garage

Access to the parking area is gained by using the button on your access fob received in your closing package. The access fob that opens the garage is one per parking spot.

These are considered to be part of the dwelling unit. If an access transmitter is lost or stolen, you must immediately report to the Property Management office (at which time it will be de-activated from the system to avoid illegal entry into your community by non-residents). Replacement devices can be obtained from Property Management.

Access to Lockers

Locker Keys to your individual locker will be provided to you in your closing package. Parking with attached storage locker rooms are private lockers where your specific locker key allows you entry to your private locker. These lockers are located adjacent to designated parking spaces.

GARBAGE AND RECYCLING

The garbage chute is centrally located in the corridor of each floor. All garbage must be properly bound, packaged, bagged and sealed to prevent any undue odour, mess or damage during its descent within the garbage chute. All garbage must be firmly pushed down the garbage chute and not left within the container at the opening of the chute or on the floor of the chute room.

ITEMS THAT DO NOT GO DOWN THE CHUTE INCLUDE:

Bulk Items, coat hangers, cartons, kitty litter, paint, flammables / combustibles

The above-mentioned items, as well as larger refuse items, (e.g. boxes, move-in cartons, etc.), should be taken to designated disposal areas. If you are unsure of these locations please contact Property Management.

PARKING AND LOCKERS

Please ensure the Property Management office has your correct license plate number. Always use your own designated parking spot. Residents must park within their parking boundaries. In the event that you are unable to park in your designated space for whatever reason, PLEASE contact the Concierge for alternative parking arrangements. Vehicles parked in unauthorized spots will be ticketed and/or towed at owner's expense. Parking tickets will not be paid or cancelled by the Condominium Corporation or Solmar. Any parking disputes should be addressed directly with the parking enforcement for the City of Vaughan.

Repairs, washing, oil changes and storage of non-functional vehicles or other items is not allowed in the parking areas, either underground or outside. Parking spaces are for vehicles only and are not to be used for storage of any articles. Items left in the garage will be removed at the Owner's expense and neither the Condominium Corporation nor Solmar will be held liable for any loss.

When entering the garage, use the access transmitter at all times. Any damage caused as a result of not using the access transmitter will be the responsibility of the resident.

Residents are not to park in Visitor Parking at any time.

Visitor Parking

Visitor parking spots are indicated with a "V" in the designated Visitor Parking area of the garage. Visitors are unable to access resident parking units. It is the resident's obligation to notify the Concierge and obtain a parking pass for his or her guest. The parking pass must be clearly displayed in the vehicle's windshield. Visitor parking is available on a first come first served basis.

Lockers

Please ensure that all articles stored in lockers are kept within the space you have purchased. Remember that you have purchased the locker space itself not the area above or around the enclosure. We encourage you to ensure that all items within the locker room are kept elevated from the floor, and that the items are placed under a plastic cover as the Condominium Corporation or Solmar is not responsible for any items which are damaged as a result of water leakage. DO NOT STORE GASOLINE, PROPANE OR ANY OTHER COMBUSTIBLE MATERIALS.

Additional parking and lockers may be available for purchase through Solmar Head Office. **Tel. (905) 660-9222**

SECURITY

Security

At *Bellaria Residences*, the security and safety of our residences is a top priority. Access to the grounds is controlled and monitored by both gatehouse security and 24-hour Concierge.

Insuite Alarms

For additional security protection, your suite is equipped with an individually-encoded security alarm.

This sophisticated alarm system is designed to provide flexible local monitoring and offsite communication to ensure peace of mind of our homeowners. Detailed instructions of set up can be found in the corresponding User Manual. If you've misplaced your User Manual you can find it at:
http://www.visionsystems.co.nz/assets/ELT_KLCD_Elite_Suite_User_Manual_En.pdf

Soliciting

Solicitation on the property is completely prohibited. Should you see someone suspicious please report it to the Concierge immediately. If you receive a flyer at your door or witness someone distributing flyers please contact the Concierge or Property Management.

WARRANTY COVERAGE

Solmar Customer Care

Solmar Customer Care begins with Solmar professionals who are on-hand to support you every step of the way. We are here to respond to your needs and follow-up with you once you've moved in, to ensure your expectations of your new home have been met.

We believe that open communication is the key to meeting expectations and resolving any issues that may arise. Solmar takes pride in every home we build and strives to provide you with the necessary tools to help you enjoy your new home for years to come. For any service inquiries please call Solmar Customer Care Department at **(905) 660-9222** during business hours or e-mail **Customercare@solmar.ca** and you will be directed on how to obtain service.

As a homeowner, it is your responsibility to bring to our attention any problems in a timely fashion and provide access to your suite for repairs. It is also important to care for your home by performing any necessary homeowner maintenance outlined in this Homeowner Manual.

Pre-Delivery Inspection

The Pre-Delivery Inspection (PDI) was your first opportunity to view your new condominium unit in its completed state. Our Customer Care Representative would have shown you how to operate all of your suite's systems (i.e. ventilation, plumbing, heating and electrical). If you require further assistance, please contact Solmar's Customer Care Department. Items, if any, that were noted on the PDI form, should be completed prior to your key release date. If items were not completed, please ensure you note them on your 30-Day Form (please see Warranty Service Requests).

Warranty Process Overview

Once you've moved into your new home, as a new homeowner, you still have several opportunities to make sure your home is perfect. Your new condominium includes warranty coverage for problems of workmanship or materials for one year. Your homeowner's one-year warranty coverage begins on your Occupancy Date and remains in effect even if your home is sold before the warranty expires. Within the last 30 days of the first year, homeowners are responsible for notifying Solmar, in writing, of any defects found in their suite.

Understandably Solmar cannot be responsible for damages incurred through misuse, accident, neglect or problems with materials that another firm has installed.

In addition to the warranties regarding delayed closing and substitutions, during the first year of possession Solmar warrants that your home:

- Has been built in a workmanlike manner, free of material defects and consistent with other homes Solmar has built
- Has been built above and beyond the Construction Performance Guidelines prepared by Tarion
- Has been built according to the Ontario Building Code

During the first year of possession of your home, you will have two opportunities to report warranty items covered by the Tarion Warranty Corporation, your 30-Day Form and your Year-End Form. It is essential that you use the standard Tarion forms and submit them by fax to both Solmar's Head Office and to Tarion.

Solmar Fax **(905) 660-0578**

Tarion Fax **1 (877) 664-9710**

The warranty process involves several reports and inspections, and days required for service and repairs. Industry reports indicate that new homeowners experience an average of seven days that they must be at home to facilitate the warranty process during their first year of occupancy. This may impact your working schedule if you work during normal business hours, so please plan for this accordingly.

Tarion Warranty Corporation guides all new home builders in Ontario on the way your warranty service is provided, including when builders will visit your home and what is and isn't covered under warranty. Tarion also provides a useful online tool to help homeowners manage their new home warranty called the **"MyHome Customer Portal"**. You must register on the Tarion website at **www.tarion.com** to receive access to this service.

Through the MyHome portal you will be able to:

- Manage all of your warranty information in one place
- Submit personalized warranty forms online
- Receive e-mail alerts for important warranty deadlines
- Receive e-correspondence from Tarion instead of paper

WARRANTY SERVICE REQUESTS

STATUTORY WARRANTY FORM
30-Day Form

TO NOTIFY TARIION OF OUTSTANDING WARRANTY ITEMS, COMPLETE AND SUBMIT THIS FORM BEFORE THE END OF THE FIRST 30 DAYS OF POSSESSION OF YOUR HOME.
YOU MAY SUBMIT ONLY ONE 30-DAY FORM.

You may submit an online version of this form through Tarion's homeowner service called MyHome. Register today at www.myhome.ca. You may also submit this form to Tarion Warranty Corporation, located at 5160 Yonge Street, 12th Floor, Toronto, Ontario M2N 6L3, in person, by mail or phone. Send a copy of this completed form to your builder and keep a copy for yourself. Please print all information.

Home Identification Information (Refer to your Certificate of Completion and Possession to complete this box.)

Date of Possession (YYYYMMDD)		Vendor/Buyer #		Enrollment #	
Civic Address (Address of your home under warranty)					
Street Number	Street Name	Condo Suite # (if applicable)			
City/Town	Postal Code	Lot #			
Contact Information of Homeowner(s)				Project/Subdivision Name	
Homeowner's Name		Homeowner's Name (if applicable)			
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Daytime Phone Number		Daytime Phone Number			
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Evening Phone Number		Evening Phone Number			
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Fax Number		Fax Number			
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Email Address		Email Address			
Check this box if you are not the original registered homeowner.		Check this box if you are not the original registered homeowner.			

Mailing Address for Correspondence to Homeowner (If different from Civic Address above)

Street Number	Street Name	Condo Suite # (if applicable)	
City/Town	Province	Postal Code	

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30 Day Inspection

Within the first 30 days after possession, you may submit one 30-Day Form listing outstanding pre-delivery inspection items and any new items discovered since you took possession.

As per Tarion, please note you can only Submit one 30-Day form and copies must be sent to both Solmar and Tarion.

We recommend that you fill out and submit the 30-Day Form on or about the third week after your possession date.

Following the review, any necessary work will be scheduled during normal business hours.

STATUTORY WARRANTY FORM
Year-End Form

TO NOTIFY TARIION OF OUTSTANDING WARRANTY ITEMS, COMPLETE AND SUBMIT THIS FORM AT THE END OF THE FIRST YEAR OF POSSESSION OF YOUR HOME.
YOU MAY SUBMIT ONLY ONE YEAR-END FORM.

You may submit an online version of this form through Tarion's homeowner service called MyHome. Register today at www.myhome.ca. You may also submit this form to Tarion Warranty Corporation, located at 5160 Yonge Street, 12th Floor, Toronto, Ontario M2N 6L3, in person, by mail or phone. Send a copy of this completed form to your builder and keep a copy for yourself. Please print all information.

Home Identification Information (Refer to your Certificate of Completion and Possession to complete this box.)

Date of Possession (YYYYMMDD)		Vendor/Buyer #		Enrollment #	
Civic Address (Address of your home under warranty)					
Street Number	Street Name	Condo Suite # (if applicable)			
City/Town	Postal Code	Lot #			
Contact Information of Homeowner(s)				Project/Subdivision Name	
Homeowner's Name		Homeowner's Name (if applicable)			
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Daytime Phone Number		Daytime Phone Number			
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Evening Phone Number		Evening Phone Number			
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Email Address		Email Address			
Check this box if you are not the original registered homeowner.		Check this box if you are not the original registered homeowner.			

Mailing Address for Correspondence to Homeowner (If different from Civic Address above)

Street Number	Street Name	Condo Suite # (if applicable)	
City/Town	Province	Postal Code	

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Year-End Inspection

During the first year, if you experience a problem or concern that you feel may be a building deficiency, please maintain a list to provide to Solmar Customer Care.

It is important that you list all outstanding items when you submit your Year-End Form. Please note that if you submit more than one Year-End Form Tarion will only act on the first properly submitted form.

Timing is important as your Tarion warranty coverage does not require Solmar to carry out any repairs if your form is submitted after the one year anniversary date.

STATUTORY WARRANTY FORM
Second-Year Form

TO NOTIFY TARIION OF OUTSTANDING WARRANTY ITEMS, COMPLETE AND SUBMIT THIS FORM DURING THE SECOND YEAR OF POSSESSION OF YOUR HOME.
YOU MAY SUBMIT MORE THAN ONE SECOND-YEAR FORM IF NEW ITEMS ARISE.

Submit this form to the Tarion Customer Centre, located at 5160 Yonge Street, Concourse Level, Toronto, Ontario. To submit by mail or courier, or by fax to 1-877-644-8779. See your Homeowner Information Package for details about submitting this form. Send a copy of this completed form to your builder and keep a copy for yourself. Please print all information.

Home Identification Information (Refer to your Certificate of Completion and Possession to complete this box.)

Date of Possession (YYYYMMDD)		Vendor/Buyer #		Enrollment #	
Civic Address (Address of your home under warranty)					
Street Number	Street Name	Condo Suite # (if applicable)			
City/Town	Postal Code	Lot #			
Contact Information of Homeowner(s)				Project/Subdivision Name	
Homeowner's Name		Homeowner's Name (if applicable)			
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Fax Number		Fax Number			
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Email Address		Email Address			
Check this box if you are not the original registered homeowner.		Check this box if you are not the original registered homeowner.			

Mailing Address for Correspondence to Homeowner (If different from Civic Address above)

Street Number	Street Name	Condo Suite # (if applicable)	
City/Town	Province	Postal Code	

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Second-Year Inspection

Your home's second-year warranty coverage begins on your Occupancy Date and remains in effect even if the home is sold before the warranty expires. Your warranty provides coverage for the following items (for a period of two years from the Occupancy Date):

- Defects in materials or work (caulking, windows, doors, etc.) resulting in water penetration into the building envelope
- Defects in materials or work in the electrical, plumbing and heating delivery and distribution systems
- Defects in materials or work which result in the detachment, displacement or deterioration of exterior cladding (such as brickwork, aluminium or vinyl siding)
- Major structural defects
- Violations of the Ontario Building Code's health and safety provisions

During the first year of possession, you should report items in your unit that are covered by the second-year warranty to Solmar and Tarion on either the 30-Day Form or the Year-End Form, as applicable.

At any time during the second year of possession you may submit a Second-Year Form available at www.tarion.com for any of the above noted second-year warranty items. It is our responsibility to service these items on the day after Tarion receives the form and to follow the timelines set out by Tarion.

It is also important that you follow the instructions on the forms to ensure that they are fully completed and submitted on time. To protect your warranty rights, you should obtain proof of your warranty service request submission to Tarion (i.e. a fax confirmation sheet or registered mail receipt).

Seven-Year Major Structural Defect Coverage

Tarion Warranty Corporation offers a seven-year warranty for major structural problems. Your home's seven-year Major Structural Defect (MSD) coverage begins on the Occupancy Date and remains in effect even if your home is sold before the coverage expires. In the unlikely event of any major structural issues related to your home, please contact Tarion directly at **1 (877) 982-7466**.

Are Common Elements Included?

For most condominiums, warranty coverage also includes the shared areas of the building, referred to as the common elements. Coverage for common elements as well as some spaces that may be for your exclusive use known as "exclusive use common elements" begins on the day the Condominium Corporation is registered. See the Declaration of your condominium for details.

If you see any damage or defects in the common elements you should notify your Condominium Corporation's Board of Directors so that the Board can decide what action to take under the common elements warranty.

MAINTENANCE AND REPAIR

ELECTRICAL, PLUMBING & MECHANICAL

Breaker panel

Your suite is serviced by a single electrical panel. The location will vary from suite to suite. The panel provides power to your suite and several circuit breakers. Each breaker provides power to a specific area, or item within the suite. The breakers are labelled, so that you will be able to quickly determine which area and/or appliance each one applies to.

If you overload one of the electrical outlets the breaker will trip. Unlike a fuse you do not have to replace a breaker if it overloads, just follow the simple procedure below to restore power.

Locate the breaker that has tripped on the breaker panel. A tripped breaker will be set in the middle position.

Unplug everything that was plugged into the outlet(s) serviced by that particular breaker.

First turn the breaker to the off position, then turn it back on. This will reset it and power should be restored to the outlet(s).

Ground Fault Circuit Interrupter (G.F.C.I.)

The Electrical Safety code requires G.F.C.I outlets to be installed in at least one residential bathroom in a new home and will also be located on the kitchen counter backsplash if located by the sink. One bathroom will have the G.F.C.I outlet while the other bathroom outlet is wired back to the G.F.C.I. The G.F.C.I is designed to protect against accidental electrical shock. In the event of an electrical short, the G.F.C.I will stop the flow of electrical current through the circuit within fractions of a second. The interruption in electrical current helps prevent further injury.

Preparation

Make sure power is available, as the circuit breaker must be on to conduct the test. The RESET button should always be pushed in.



Testing

To test the function of the RESET button, push the TEST button and immediately the RESET button should pop-up. If the RESET button does not pop-up when the test button is depressed, do not use the G.F.C.I. outlet. Notify Customer Care of this test failure and notify a qualified electrician that you have lost protection in the G.F.C.I.



To Restore Power

Push RESET button firmly into device until an audible click is heard. Please note if the shock finder G.F.C.I. trips when an appliance is used, the appliance may be defective and should be repaired or replaced.

Switched Outlet

A switch which will work in conjunction with one of the two receptacles at designated electrical outlets.

Appliances

Please read the manuals that were provided with each appliance. Familiarize yourself with the operation of the appliance and follow the instructions for its care.

Bathroom and Kitchen Fans

Bathroom and kitchen fans are an essential part of your home's ventilation system. They improve indoor air quality by removing odours from your home. More importantly, they also remove moisture, which can increase the level of humidity in your home. High levels of humidity can damage building materials and can cause mold growth.



It is not uncommon for new homeowners to not realize the importance of these fans and the switches that control them. The most notable sign of neglect is condensation on the interior windows and sills, which is not covered under warranty.

YOUR BATHROOM FAN SHOULD RUN FOR AT LEAST 10 MINUTES EACH TIME AFTER YOUR SHOWER OR BATH.

General Plumbing Information

The plumbing in your suite was installed by a professional plumber and generally should need only minimum maintenance if it is cared for properly.

Each plumbing fixture in your home has a drain trap. This piece of pipe is designed to provide a water barrier that prevents any air borne bacteria and sewer gas odour from entering the suite. Any fixture that is used infrequently (such as a secondary shower or toilet) should be turned on or flushed at regular intervals, to replace evaporating water and ensure that the water barrier remains in place. Infrequent flushing will allow the water to evaporate in the toilet bowl.

Also, chemicals found in some toilet bowl cleaners, particularly the tank-installed automatic dispensing type will cause the toilet tank components to fail prematurely. We do not recommend the use of these types of cleaners.

If a plumbing leak occurs **PLEASE CONTACT THE CONCIERGE IMMEDIATELY.**

Water Shut-off Valve

There are two types of hot and cold water shut-off valves (levers) located in your suite. Our Customer Care representatives will have shown you these locations during your pre-delivery inspection.

In the vicinity of the stacked washer/dryer shut-off valves for both the hot and cold water have been installed. The shut-off is in the form of a lever or a typical hose-bib shut-off. To turn water off, turn valves clockwise. It is best to close shut-offs at all times while the washer is not in use for a long period of time.



In case of a plumbing emergency every member of the household should know the location of these valves. The developer assumes responsibility for clogged fixtures and drains where defective construction or workmanship can be demonstrated to have caused the problem.

Solmar is not responsible for any damage to contents resulting from a water leak. It is each homeowner's responsibility to obtain adequate home insurance for their contents, betterments and improvements.

Vertical Fan Coil System (Heating/Cooling Unit)

The built in vertical fan coil unit(s) in your suite is your source of heating and cooling. Heated and cooled air is produced through the circulation of hot and cold water in the piping loop contained within the fan coil unit. The fan coil motor blows air across this piping loop to produce either warmed or cooled air. Each vertical fan coil unit is equipped with a programmable thermostat to regulate the temperature.



Regular Maintenance

The dust filter mounted behind the inlet grill, should be checked at least once a month and replaced if dirty, please contact the Property Management office for a replacement filter.



Fan Switch

Off Position	When thermostat is set in the off position, power is removed from the thermostat electronics and out terminals, and the display will go blank. The thermostat will reboot when power is restored with the on/off switch.
On Position	All functions are operational. Note: on first powering up or after the on/off switch has been set to off, the thermostat undergoes a start-up and self-checking sequence. The fan will run continuously.
Auto Position	The fan is controlled by the system.

It may be necessary to adjust or balance the airflow to achieve the desired temperature in each room. Individual preferences can be accommodated by adjusting (opening and closing) the louvers on the air supply grilles to regulate the amount of conditioned air allowed to enter each room. Also you may want to redirect louvers to the windows and always ensure that there is a gap left between window coverings and glass to help prevent condensation built up.

Condensation and humidity chart

What the Outdoor Temperature is..?		The Relative Humidity
Fahrenheit	Celsius	Expected:
+40	+5	45%
+30	-1	40%
+20	-6	35%
+10	-12	30%
0	-18	25%
-10	-23	20%
-20	-28	15%

CARE AND MAINTENANCE OF FINISHES & HARDWARE

As a general rule, we don't recommend using abrasive cleansers or solvents to clean any surface in your home.

Countertops

All hard surface materials are susceptible to staining and care should be given when placing products on your countertops. We strongly recommend that you quickly wipe spills of acidic liquids such as wine, lemon juice, vinegar and chemicals products. Flush immediately with water. Please note that countertops are not to be used as a cutting board or ashtray. Cutting items directly on the countertop may dent or nick the surface. Your countertops should be protected from hot pots, pans or baking dishes. It is the homeowner's responsibility to keep heavy objects off countertops to prevent damage. Also, please do not stand, kneel or sit on countertops.

We also highly recommend that you apply a Teflon based grout sealer, commonly available at building supply stores. Please note that the builder is not responsible for staining of Quartz, Porcelain, Ceramic, Veneer or Laminate surfaces.

Taps

Clean with clear water and dry with a soft cloth. Don't use chemical cleaners or abrasive pads, as they may cause de-plating of the finishes.

Stainless Steel Sinks

Stainless steel sinks can be cleaned with a mild abrasive such as Vim. Do not use scouring pads as they will leave small bits of metal in the sink and will cause rust spots to show. The sink itself does not rust.

Faucet Repairs

Leaking faucets are frequently caused by loose or damaged cartridges. Turning the fixture off with too much force can damage the cartridge. Cartridges are available at most home improvement centres, but using a licensed plumber is recommended. Prior to beginning any repairs on the faucets, please ensure that the water supply is shut off.

Bath Tub Cleaning

Use a soft cloth to wipe the product dry after each use. Your bathtub can be dulled or stained within a short time through excessive use of strong abrasive cleaners. Many household cleaners are abrasive and should be avoided.

Caulking and Sealants

Caulking is used to seal seams and prevent water from entering behind the enclosure. If a separation occurs around a bathtub between the tub and the wall tiles or between the wall and the enclosure itself, it should be filled immediately with a tub sealer or caulking compound available at any home supply centre.

Do not leave the gap unsealed, as this may cause serious water damage to adjacent materials. A clear liquid silicone sealer should be applied to the grout joints of tub or shower enclosures that are finished with ceramic tile. Please inspect your sealer frequently.

Ceramic Wall and Porcelain Tiles

Both should be wiped down after each shower. While the grout used in your bathrooms has built-in sealer, to additionally protect your bathroom, we also highly recommend that you apply a Teflon based grout sealer, available at all building supply stores. This product will have to be applied twice a year. Some separation in the grout lines may occur. Cracks can be filled using a pre-mixed grout purchased from a tile or hardware shop.

Laminate, Hardwood and Engineered Floors

Preventative Maintenance:

- Use mats on the inside of your suite at all exterior doors. This will trap the dirt, grit, and sand that act as abrasives on the floor. For interior mats, ensure that the backing on the mats is rubberized and of a mesh-type that "breathes".
- In the kitchen, use a cloth throw mat (preferably cotton) below the sink to absorb spills.
- Affix felt pads to the bottom of any furniture legs in contact with the floor and be sure to check the pads regularly for embedded grit.

To clean your laminate, engineered or hardwood floors:

- Vacuum the floor regularly. The most common causes of scratches in the finish is the presence of surface dirt and grit.
- Immediately wipe up any spills—a slightly damp cloth may be used, followed by a dry cloth.
- Use a proper laminate, hardwood or engineered hardwood floor cleaner on a regular basis – NEVER use cheaper supermarket alternatives as they may leave an oily film on the floor that actually attracts dirt and could prevent the application of subsequent coats of finish to the floor.
- We recommend purchasing a laminate floor cleaner in a spray bottle. The floor should be lightly sprayed, a small area at a time, then immediately wiped with a clean dry cloth. We do not recommend pouring cleaner into a bucket and mopping the floor as this method will expose the wood to an excessive amount of water. Keep in mind that even with the strongest finish, wood is porous and still breathes.

Hardware

In all cases, regular cleaning with a damp cloth is recommended. Don't use abrasive cleansers or other household cleaners.

Appliances

All appliances included with your home have been checked to ensure that they are in working order. However, we strongly suggest that when you run the dishwasher or washing machine for the first time, you be present in the suite for the full cycle. This will ensure that any possible leaks are noticed immediately.

Operational manuals are provided for your appliances. Read all instructions and ensure you are registered for any applicable warranties. Follow the appliance operating procedures recommended by the manufacturer.

Dishwasher

Load your dishwasher properly, following manual suggestions. Use dishwasher detergent in recommended amounts. Do not put any other cleaning compound inside dishwasher periodically check object traps and wash arms for blockages.

Refrigerator

Keep your refrigerator and freezer clean to prevent odour build-up. Wipe up any spills immediately and clean both sections at least twice a year. Do not use metallic scouring pads, brushes, abrasive cleaners or strong alkaline solutions on any surface. Always unplug the electrical power cord from the wall outlet before cleaning.

Oven/Stove

Abrasive cleaners are hard on the exterior stainless steel finishes of the stove and should be avoided. Do not use aluminum foil to line any part of the cook top. Use warm water and soap to clean the outside of the range. Before using Self Clean, be sure to remove the racks. Please refer to the manual for full instructions. In the event of abnormal noise or abnormal overheating of your appliance, immediately stop using the appliance and consult the appliance manual.

Cabinets

Your kitchen and bathroom cabinets are made of various wood products. Wash with warm water containing a light soap.

Hood Fan/Range Hood

For best results, start the range hood several minutes before cooking to develop proper airflow. Allow the unit to run for several minutes after cooking to clear all the smoke and odours from the kitchen. The metal grease filter should be cleaned frequently in hot detergent solution or placed in the dishwasher. Clean exterior surfaces with hot soapy water. Using abrasive and scouring agents can scratch the surface.

Washer/Dryer

Clean the washer/dryer exterior with mild soap and water. Never use harsh, gritty or abrasive cleansers. Glue residue from tape or labels can be easily removed with a mixture of warm water and mild detergent.

Ensure you clean the dryer lint screen after every load. Lint build-up in the screen restricts airflow, which causes longer drying times. In addition, the Condo Corporation must advise all homeowners on the importance of cleaning the dryer lint traps after every use. Failure to do so may create a fire hazard. It is the responsibility of the condominium owner to clean the dryer vent on a regular basis.



Condominium Living – Sound Transfer

The building, as well as your home, has been constructed to meet or exceed the code requirements for Sound Transmission. As we strive to eliminate more noise transfer, impact noise cannot be eliminated. There are some things that residents of *Bellaria Residences* can do as good neighbours to help reduce the frequency and level of Impact Noise being created.

- When closing doors or windows, refrain from closing them hard or with a bang. By guiding the doors to close, you can control the severity with which the doors will impact their frames, thereby reducing the vibration that will be transmitted throughout the building.
- Place objects on the floor, rather than dropping them.
- Observe reasonable hours for noisy activities.

UTILITIES

TELEPHONE, CABLE, INTERNET

Your new home is pre-wired for telephone and cable services. Your provider is a choice of either Bell Canada or Rogers. Both companies are offering exclusive 6-months free Welcome Packages to our homeowners. To take advantage of these offerings, the companies can be contacted at the respective Numbers below:

Bell FIBE	416.577.4608	(New Home Community Specialist - Mike Massie)
Rogers	1.866.902.9534	(Dedicated New Home Sales Team)

HYDRO

Each unit is individually metered; it is your responsibility to set up service, prior to your scheduled move in. Heat and water costs are covered in your monthly common expense payment. Prior to schedule move in please contact:

Power Stream	1.877.963.6900
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INSURANCE

Building Insurance

The Corporation's Insurance covers full replacement value of the units and common elements in the event of a fire or other damage as outlined by the policy. Improvements, betterments, items are not covered under the Standard Unit By-law and personal property of the owner are excluded from this policy. (Improvements and or betterments are upgraded items to a home, at an additional cost - such as carpet, appliances, cabinets etc.) Please check your Condominium Documents for Standard Unit By-law items not covered under the Corporation's Insurance.

Homeowner Insurance

We recommend that all owners obtain minimum insurance coverage as follows: liability insurance, contents insurance, betterments and improvements insurance, loss assessment and contingency insurance.

If you are renting your suite we suggest that you obtain coverage to cover your contents, liability, appliances, betterments and improvements. A tenant would be responsible in obtaining a specific tenant insurance package.

The Corporation's policy is that the individual home owner is responsible for the Corporation's deductible. Should the claim be below the deductible amount the owner is responsible for the entire cost. There is a contingency policy available which covers the Corporation's deductible. Kindly speak to your insurance broker to confirm that your coverage is a Condominium policy.

FIRE SAFETY

This section outlines procedures and responsibilities for Residents and building personnel in a "fire emergency". High-rise condominiums are generally considered to be safer from the spread of fire than the average single family dwelling as the building has been constructed of fire resistant materials. Solid concrete walls and floors inhibit the spread of fire from one suite to another suite. However, Fire Safety Procedures are critical to the safety of all residents. For your own protection, please take a few minutes to read the following procedures.

If you discover a fire in a common area, leave the fire area and close all doors behind you.

Activate the fire alarm (use the pull stations in the corridor).

If you are in a suite and the fire alarm has been activated - before opening your door, feel the door and handle for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close the door quickly.

Use exit stairwells to leave the building immediately. **Do not use the elevators.**

If you find no fire or smoke in corridor, close door behind you and head to the nearest exit stairwell.

If you encounter smoke in corridor or stairwell, consider taking corridor to other side of building where stairwell may be clear.

Call 911, ask for Fire Department.

Do not return to your suite until it is declared safe to do so by a fire official.

Extinguishers

Each suite is equipped with a smoke detector and a sprinkler system.

In addition, at least one fire extinguisher cabinet is located on every floor. To access it, break the glass with the metal bar. This extinguisher can be used on all fires. Carefully read the operating instructions visible on the side of cabinet. If possible, you should familiarize yourself with its operations prior to a fire.

We also recommend that you keep a personal fire extinguisher on hand for your home. This type of extinguisher is small and would be used primarily to fight small kitchen fires. Make sure you purchase a CO₂ or dry chemical type as these are the most versatile. Your extinguisher should be checked annually and recharged as required.

Keep your extinguisher in an accessible place and not over an area like the stove.

CONDOMINIUM GLOSSARY

Annual Budget

Required by the Condominium Property Act, setting an annual budget is the duty of the condominium Board of Directors. Contributions (fees) are decided and funds collected for maintenance of common property and administration of the condo corporation based on the annual budget.

Board of Directors

Each condominium has a Board of Directors that is elected by, and generally made up of, the unit owners. The Board is responsible for administration and management of the condominium corporation, including policy and finances, as well as decisions about the maintenance and repair of the common property. Some decisions will directly affect your use of common property elements. Unit owners are usually entitled to one vote for each unit they own for each position on the Board of Directors.

Bylaws

Initial bylaws for all new condo projects are listed in Appendix I of the Condominium Property Act, but are usually replaced by the developer (and adopted by the unit holders) with a set of bylaws specific to each project.

Common Elements or Common Property

Common elements or common property are the portions of the condominium that are not owned by a unit purchaser as part of his/her individual unit. They are shared and co-owned by all the individual owners of the condominium corporation. They usually (but not always) include such things as corridors, elevators, recreational facilities, playgrounds, lobbies, the grounds, central heating and air conditioning systems and parking. What is and is not included, as part of the common property elements, must be listed in the condominium's governing documents. It is possible that some of the common elements may be reserved for the personal use of one or several owners. They are known as restricted or exclusive use common elements.

Condominium Corporation

A condominium is, essentially, a corporation made up of unit owners. The business of the corporation is managing the condominium.

Condominium Plan

Every condo community must have a plan registered at the land titles office that provides a concise definition of the perimeter of the master lot, location of any and all buildings, unit boundaries and the unit-factor distribution.

Condominium Property Act

The statute that regulates condominium ownership. Each province has jurisdiction over its own condominium legislation.

Contributions (Condo Fees)

All unit owners must contribute to a fund to be used for payment of common property costs.

Disclosure Statement

In some jurisdictions, the developer of a new condominium must provide you with a disclosure statement before the agreement of purchase and sale is binding. The statement includes, among other things, a summary of features/amenities, proposed commencement and completion dates for construction, the condominium's governing documents and budget for the first year after registration.

Estoppel Certificate or Status Certificate

Most jurisdictions require condominiums to issue information packages to prospective buyers. This package can contain the declaration, by-laws, rules and regulations, insurance information, reserve fund balance, other financial disclosures, legal description of the unit and management contract (if applicable). It may also include information about any legal filings or judgments against the condominium corporation, the possibility of common expense increases, special assessments or insurance claims, all of which could affect condominium fees.

Governing Documents

These are the documents that describe how the condominium is organized and operated. They have different names in different provinces, but they can include declarations, by-laws and rules. They can contain provisions setting out the boundaries of the common elements and the individual units, the percentage of ownership each owner has in the common elements, the by-laws/budget and common expenses. Governing documents vary from one condominium to another and are filed with the land registry office when the condominium corporation is created.

Property Manager

The property manager handles the day-to-day running of the condominium, such as hiring of staff, maintenance and repairs. The property manager is under contract to the condominium corporation. A representative from the property management company usually attends board meetings. Some condominiums may not have a property manager. These are sometimes referred to as self-managed condominiums. The Board of Directors, with the help of volunteers, will assume responsibility for the day-to-day management in these cases.

Reserve Fund

This is a fund set up by the condominium corporation in a special account to cover the costs of major repairs and replacement of the common property elements over time.

Reserve Fund Study

Reserve fund amounts and contributions are determined by a technical audit and reserve fund study undertaken by a qualified consultant. This study takes stock of the depreciating common and corporate property which will need to be repaired or replaced over the next 25 years and estimates the costs of said repairs or replacements.

Unit

Home sweet home. The unit is the area that you actually own and hold title to, with set boundaries defined by the condominium plan. Repair and upkeep of the unit are generally your responsibility.

NOTES:



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