

TRETTI

C O N D O S



Illustration is artist's concept E&O.E.

HOMEOWNER MANUAL 2023



WELCOME

Collecdev would like to take this opportunity to welcome you to your home in the TRETTE community. Collecdev is committed to building complete communities with uncompromising standards of quality. Our purchasers are a priority as we believe in nurturing strong customer relationships, which contributes to our overarching goal of building vibrant, thriving, sustainable communities.

Collecdev has put together this Homeowner Manual to help guide and assist you in the areas of warranty, contacts, in-suite maintenance, condominium guidelines, and emergency situations.

We hope this manual serves as an informative guide and will help make the transition into your new home a seamless one.

As a new Homeowner and valued customer, your opinion is of great importance to us. Our Customer Care Team's mission is to ensure your home delivers on our promise to provide a superior Homeowner experience with meticulous attention to detail.

Please visit www.tarion.com for information on warranty coverage for your new home and to register with MyHome, Tarion's Homeowner web portal where you will be able to manage your warranty documents and service requests. Tarion is valuable resource for all new home buyers in Ontario.

For those who intend on leasing your unit, please pass this information along to your tenant, along with a copy of the bylaws and rules to assist your tenant with living in their new home.

Please keep this manual close and at your convenience. Should you have any further questions beyond what is covered, please feel free to contact any member of our Customer Care Team, and we would be delighted to help and assist in any way.

Enjoy your new home!

Sincerely,



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CONDOMINIUM: EXPLANATION AND DEFINITION

Condominium refers to a type of home ownership, whereby an individual acquires ownership of a unit, together with an undivided ownership interest in the common elements of a Condominium Corporation. This means that in your condominium community, individuals separately own their suites and receive a deed of ownership in the same way they would if purchasing a detached dwelling. These owners also share joint ownership of the common areas of the property, including the corridors, recreational amenities, balconies, lobby, parking garage, and the land. Individual suite owners are responsible for the care and maintenance of the interior of their unit just as the owners of detached dwellings are responsible for the maintenance of their home. However, situations may arise in a unit, which affect common element systems or equipment and conversely, the functioning of common element systems may sometimes affect the unit interior. Typically, structural portions of a condominium, pipes, ducts, and conduits that serve more than a single unit are considered part of the common elements even though they run through the unit's boundaries. Each unit owner in a condominium pays a monthly fee to the condominium corporation. These fees provide for the maintenance and repair of common areas and for building insurance. The Condominium Corporation's property and business affairs are managed by a board of directors elected by the owners.

PROPERTY MANAGEMENT

The enforcement of Condominium Rules and Regulations is an obligation placed on the Property Manager, under the direction of the Board of Directors. However, the obligation to report infractions is the responsibility of all residents. Infractions should be reported in writing to Property Management to ensure that the appropriate action is taken. Any and all losses, costs, or damages incurred by the Corporation by reason of a breach of any provision in the declaration, by-laws, and/or rules and regulations of the Corporation in force, from time to time, by any owners/tenant, shall be paid for by such owner and may be recovered by the Corporation against such owner, in the same manner as common expenses.

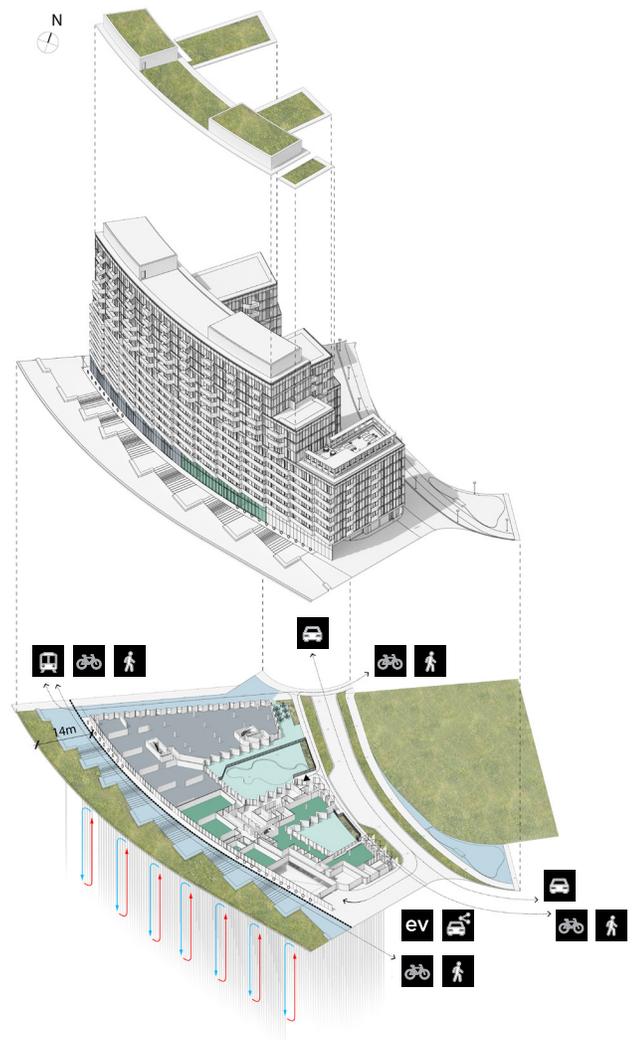
Communication is important to determine the nature of your problem and/or concern and to communicate this in the appropriate manner. Call Property Management for any administration matter relating to the building and for any other matter regarding the condominium and/or interpretation of responsibility. For example: maintenance fee inquiries, maintenance, insurance claims, condominium living and concerns regarding on-site contractors. Write to the Board of Directors for any items not receiving a suitable response, or if you wish the Board to consider changes and/or improvements to your unit or to the condominium itself.

SUSTAINABLE FEATURES AT TRETTI

Collecdev designs buildings to include sustainable architecture that is environmentally conscious, energy-saving and utilizes responsive and renewable materials systems. Collecdev realizes that ecological and environmental concerns have expanded beyond the issue of the consumption of nonrenewable energy sources. At TRETTI, Collecdev has implemented the following Sustainability Features:

GEOHERMAL

- Geothermal is a premium system that reduces the building's carbon footprint, lowering greenhouse gas emissions by 70% over traditional systems and saves over 5 million litres of water per year.
- Geothermal saves money, reducing annual energy costs for the entire building with lower maintenance and operational costs than a traditional building. With a 30-year agreement that includes a performance guarantee which provides Homeowners with predictable utility costs.
- Geothermal is reliable as the technology works through every season. Pumps can simultaneously cool one part of the building while heating another, giving Homeowners full temperature control over their own space.



BUILDING

- Sustainable green roof areas that will help reduce the heat island effect and help to manage storm water retention on site.
- High performance thermal envelope minimizes unwanted solar gain and heat loss.
- Bird friendly glazing reduces danger to migratory birds.
- Exterior lighting directed downwards to reduce urban light pollution.
- Motion sensor-controlled LED (Light-Emitting Diode) lights save money by using less energy and lasting far longer than compact fluorescent lighting and halogen bulbs.
- Tri-sorter disposal and recycling system diverts landfill waste.
- Electric car charging stations located on P1 and provisions made for additional future stations.
- Car sharing program located on P1.
- Long-term bicycle parking spaces located on P1.
- Occupancy sensors on lighting installed in the parking levels and LED (Light-Emitting Diode) lighting on building exterior to reduce energy usage.
- Municipality heat reduction techniques used on site's hardscape to reduce heat island effect.
- TRETTI achieves a 33% reduction in potable water usage for irrigation by collecting and storing runoff.
- Relative to a MNCEB (Model National Energy Code for Buildings) compliant reference building, TRETTI achieves 40% energy savings.

SUITE

- Energy Recovery Ventilators (ERV's) are included in each suite to reduce energy demands and enhance air quality.
- The fan runs at all times introducing fresh air to the unit. Don't be alarmed if cool air is present in the suite when temperatures are colder outside.
- Programmable thermostats have been installed to drive greater energy conservation.
- Efficient water fixtures and low flow toilets.
- All appliances have Energy Star® certification, reducing energy consumption by 30%.
- Suites have been painted with low Volatile Organic Compound (VOC) paints to minimize off-gassing, to ensure home has good air quality.

LANDSCAPE

- Water efficient plant material provided for more than 50% of landscaped site area.
- Rainwater is collected from roof and stored in a cistern for future use by the irrigation system watering plants with harvested rainwater instead of drinking water helps reduce costs.
- Allan walkway and mid-block connections on-site connect with walking and recycling routes within the broader community.



Illustration is artist's concept E&O.E.

Courtyard

CONTACT
INFORMATION

WHO TO CONTACT?

For questions regarding information about your suite including occupancy, closing information and key collection, please contact the Customer Care Team.

For questions regarding the booking of the elevator and move-in related information, please contact the Melbourne Property Management Team.

For information about your appliances, please contact Lastman's Bad Boy. When contacting Lastman's Bad Boy, please have the following ready: municipal address including suite number, specific details of the concern, and please provide your contact information to ensure an expedient response.

For emergencies, please call 911.

CUSTOMER CARE OFFICE

Customer Care Team
30 Tretti Way, Suite 318
North York, ON M3H 0E3
416-640-6000 ext. 1 | customercare@collecdev.com

PROPERTY MANAGEMENT OFFICE

Shanta Ram Sapkota, Property Manager
30 Tretti Way, Ground Floor
North York, ON M3H 0E3
437-880-4512 | shanta.sapkota@melbournepm.ca

CONCIERGE DESK

437-880-4511 | tretti.frontdesk@diamondps.ca

LASTMAN'S BAD BOY

Nordam Crawford, Senior Warranty Service Agent
416-667-7546 ext. 243 | builderservice@nooobody.com

COLLECDEV HEAD OFFICE

365 Bloor St. E. Suite 1400
Toronto, ON M4W 3L4
416-640-6000 | info@collecdev.com

AFTER HOURS EMERGENCY SERVICES

As 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 a substantial risk to the health and safety of its occupants.

Typical examples of emergencies that could be covered under warranty include:

- complete loss of heat between September 15 and May 15;
- a gas leak;
- complete loss of electricity;
- complete loss of water;
- complete stoppage of sewage disposal;
- a plumbing leak that requires the entire water supply to be shut off;
- a major collapse of any part of the home's exterior or interior structure;
- water penetration through the interior walls or ceiling;
- a pool of standing water inside the home; and/or
- presence of unacceptable levels of hazardous substances inside the home, such as radon or mould.

For more information on emergencies that could be covered under warranty, click the following [link](#).

During this period, it is important you provide our personnel and our trades access to your home. Please be advised that loss of air conditioning is not considered an emergency item.

Calls regarding the repair of air-conditioners will be dealt with during regular business hours.

For issues relating to common elements, please contact Property Management.

After Hours Emergency Service Contact
Melbourne Property Management: 416-546-2126 ext.9

MELBOURNE PROPERTY MANAGEMENT

Shanta Ram Sapkota, Property Manager
30 Tretti Way, Ground Floor
North York, ON M3H 0E3
437-880-4512 | shanta.sapkota@melbournepm.ca

Hours of Operation:
Monday to Friday 9:00 a.m. to 5:00 p.m.
Closed on Weekends and Holidays

COLLECDEV CUSTOMER CARE

Nadine Kiriakis, Customer Care Manager
30 Tretti Way, Suite 318
North York, ON M3H 0E3
416-640-6000 ext. 1 | customercare@collecdev.com

Hours of Operation:
Monday to Friday 8:30 a.m. to 4:30 p.m.
Closed on Weekends and Holidays

POSTAL & PARCEL SERVICES

CANADA POST MAIL

Once Canada Post commences service to the building, the Homeowner may pick up mail in the mailroom located in the Lobby of both the east and west buildings. Please ensure the forwarding address has the correct mailing address. A waiver form is required to be filled out and submitted to the concierge prior to parcel acceptance. Please pick up and return the waiver form for parcel acceptance at the Concierge desk.

Mailing Address:
Suite # - 30 Tretti Way
North York, ON M3H 0E3

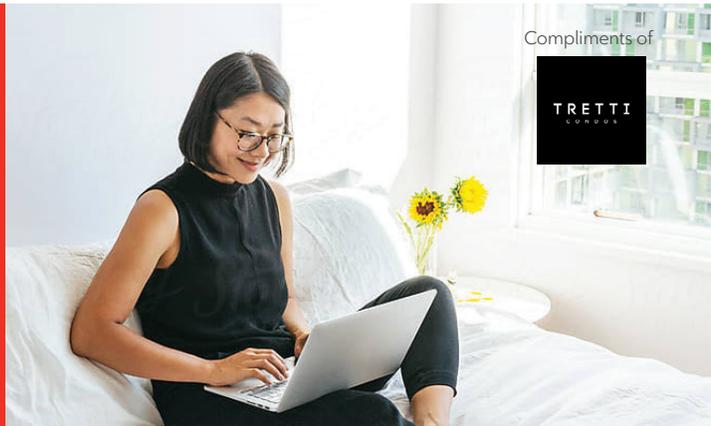
PARCEL PICK UP

The TRETTI community will be utilizing Snail Parcel Lockers for parcel deliveries. Parcels will be placed in a locker and a unique pin will be texted to the cell phone on file that will be granted access to open the locker to retrieve packages. More information is available through Property Management.

CABLE TELEVISION, TELEPHONE, AND INTERNET SERVICES

It is the Homeowner's responsibility to have Internet services connected to your suite. Bulk Internet is included as an amenity, included in your monthly common expense payments. In order to access the internet, you will need to contact Rogers Communications to make arrangements to pick up your modem. Each suite is pre-wired for television and telephone services. To begin the process of activating your service, please contact Rogers Communications Customer Care Team at 1-855-759-5856.

Congratulations on your new home



Enjoy our fastest fibre-powered Internet¹

Your condo developer and Rogers have partnered to provide you with substantial savings on **Ignite Internet™**, already included in your maintenance fees.



Ignite Internet™ Gigabit

with download speeds up to 1 Gbps² and unlimited usage.

How fast can you go with Gigabit Speeds?

 **1 second**
to download the latest hit album³

 **5 seconds**
to download 250 photos³

 **30 seconds**
to download a HD movie³

Plus, add Ignite TV™ and get 25% off /mo*⁴



Savings apply for full term of your Developer's bulk agreement (Regular rates thereafter)

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Ask about our home phone offers



Ignite Home Phone™

Take advantage of a convenient central number for the whole household with unlimited Canada-wide calling plus 7 features included.⁵

To activate your service, contact our dedicated customer care team

 **1-855-759-5856**

Select a language:

- English **Press 1**
- French **Press 2**

Select the nature of your call:

- For new customers, to activate services offered in your new bulk agreement **Press 1**
- For customers calling to switch their services to Ignite as part of your new bulk agreement **Press 1**
- For existing customers, to make changes to your existing bulk services, including move related inquiries **Press 2**

 **ROGERS**™

Offers available for a limited time to eligible new customers where access/technology permits, subject to change without notice. Offer end dates vary by address/occupancy date and are subject to board approval. Offers are subject to the terms of your building's bulk agreement with Rogers. If the bulk agreement ends, services will be cancelled and you may subscribe to services with Rogers at then-current rates. Discount applies to monthly service fee for core services only. Additional optional add-ons and pay-per-use rates not included with offer. Data usage subject to Rogers Terms of Service and Acceptable Use Policy (see rogers.com/terms). ¹ Fastest based on maximum download and upload speeds of up to 1.5 Gigabits per second available for fibre-to-the-home addresses and maximum download speeds of up to 1 Gigabit per second available for fibre-to-the-neighbourhood addresses. ² Assuming optimal network, equipment and customer device conditions. For Ignite Internet Gigabit or Gigabit 1.5 delivered using the Ignite WiFi Gateway (Gen 2) modem an Ethernet/wired connection and at least one additional wired or wireless connection is required to reach total maximum download or upload speeds. See Acceptable Use Policy at rogers.com/terms. ³ The times and usage amounts specified are approximations based on max theoretical speeds and file size estimates and will vary depending on size/quality of content. ⁴ The X1 Voice Remote from Comcast was the recipient of an award for "Contextual Voice Navigation for Discovering and Interacting with TV Content" in 2017. ⁵ For direct dialed conversations/voice messages to Canadian numbers only, based on total of 44,640 minutes/mo. Existing Rogers Home Phone customers who subscribe to a Rogers Ignite bundle must switch to the Ignite Home Phone service (activation optional) and their existing home phone service will no longer be available. Ignite Home Phone operates with the Ignite WiFi Gateway modem with no battery back-up. In the event of a power or network outage/disconnection, Ignite Home Phone service will not be available and you will not be able to make any voice calls, including Emergency 9-1-1 calls. Certain features not available with Ignite Home Phone service, including TV call display, distinctive ring, auto connect, foreign exchanges and multiple lines. Chat lines, data, fax and/or long-distance calls made using call forwarding and three-way calling features are prohibited. TMTrademarks of or used under license from Rogers Communications Inc. or an affiliate. ©2022

HYDRO & WATER

PowerStream is the sub-metering company who will meter the consumption of electricity and water in each suite.

The monthly common expenses that Homeowner pays each month does not include the cost of in-suite consumption of electricity, water, heating, or cooling. Please ensure to register with PowerStream prior to the occupancy date.

Please contact 1-855-952-5280 or customer@powerstreamenergy.com for assistance with account setup. It is the Homeowner's responsibility to ensure the utility account has been set-up.

There is a Customer Enrollment form that will need to be submitted online and can be found by clicking the following [link](#)

Electrical Meter – located in the electrical closets in the common area corridor. This is a smart meter that measures electricity use and charges based on time of use rates.

Thermal Meter – located inside the heat pump. The meter measures the amount of cooling or heating used by each individual suite.

Water Meters – located behind the access plate where the main water shut off valves are located in the suite. This meter will measure the total amount of water that is consumed in the suite.



Illustration is artist's concept E&O.E.

Suite Interior

HOMEOWNER INFORMATION

GENERAL INFORMATION

ELEVATORS

In the unlikely event that you are experiencing elevator technical difficulties, please remain calm. Press phone button (button with a picture of a phone on it) to connect you directly to the security monitoring station. For your convenience we have a two-way communication system in place. State the nature of the emergency and the appropriate company will be contacted for assistance. If there is no answer, then press the alarm button.

Please do not ever jump in an elevator cab or cause unnecessary shaking while within the cab when the elevator is in rest or in motion.

ELECTRICAL POWER FAILURE

The hallways are equipped with emergency lighting. If the surrounding neighbourhood lights are out, a general failure has occurred. If not, check your own suite electrical panel. A tripped breaker in a circuit means that a particular line has been overloaded. Check all plugged in items on that circuit before resetting the breaker. The bathroom facilities are equipped with a ground fault breaker which, when resetting, must be switched off first and then switched back on again. If it continues to trip, it may be necessary for you to call a licensed electrician.

WATER LEAKAGE

If water leakage occurs from above, contact Property Management immediately, so that the source may be investigated, and the damage minimized.

PLUGGED TOILETS, DRAINS, AND OTHER PLUMBING PROBLEMS

These problems are the responsibility of the suite owner; keep a plunger in your suite. Know where all the marked shut-off valves are located. These locations shall be shown to you at the time of your Pre-Delivery Inspection (PDI). If the problem is “unusual” and occurs within the first year, while warranties are still in effect, please contact Property Management.

APPLIANCE SERVICES

Your refrigerator, stove, washer, dryer, microwave and dishwasher are all covered under the manufacture service warranty, which commences at the time of occupancy. We recommend registering your appliances as soon as you move in to ensure a smoother experience should you require future service on your appliances. You can easily register your appliances using the model numbers and serial numbers that can be found on the manufacturer’s forms that have been stored in your suite. The warranty commences at time of occupancy. If you require service work to your appliance, be sure to have your model number, serial number and your contact numbers and occupancy date.

SMOKING & VAPING

Smoking and vaping is prohibited in any common area space of the building including stairwells and the underground garage.

IN-SUITE MAINTENANCE

All in-suite maintenance is the Homeowner's responsibility. This includes all pipes, wires, ducts, mechanical apparatuses, heating, and cooling that solely serve the suite. Each Homeowner is required to maintain his/her own unit and appliance or fixture that serves your unit exclusively. If maintenance work is required, Property Management can provide recommendations for an experienced, licensed, and insured contractor if required. The Homeowner cannot make any suite alterations without prior written consent from the Board.

CORRIDORS, DOORS & SUITE DOORS

Corridors cannot be obstructed at any time by doormats, boot trays, strollers, shopping carts or any other objects. Items left in the common corridor will be removed. Do not affix anything to a suite door e.g., door knockers, signs, and seasonal decorations. The Homeowner will be asked to remove these items, or these items will be removed. The suite doorways are part of the common elements of Condominium Corporation.

FLOORING - PRE-ENGINEERED LAMINATE FLOORING

Your engineered floors are made from durable materials that are spill and stain resistant, and with routine maintenance, will remain beautiful for years to come. Vacuum and sweep your floors as often as required to eliminate dust and debris. For a deeper clean or on sticky residue, use a specialty flooring cleaner with a lightly dampened mop (not soaking wet) to avoid water marks. Wipe up spills promptly. Do not let spills remain on the floors, as this may discolour the finish or cause buckling of the material. Never apply wax to the floors as this is not required and will void the manufacturer's warranty. We recommend using floor mats inside your unit at the entrance to keep outdoor debris and moisture from being tracked onto your floors.

PREVENTING MOISTURE PROBLEMS

Indoor humidity will have to be controlled and it is the responsibility as the Homeowner to ensure the interior finishes are maintained. Controlling humidity is the most important factor in preventing problems with moisture. Refer to page 21 for more information on humidity control in your unit.

IN-SUITE ALARM

Each suite is equipped with an in-suite alarm system that is connected to the concierge desk. For your personal safety and security, be sure to arm and disarm your alarm when entering or exiting your suite. It is the responsibility of the Homeowner to maintain the in-suite alarm system.

HEATING AND AIR CONDITIONING SYSTEM

Each suite is equipped with its own heating and air conditioning system. The Homeowner can control air temperature by adjusting the thermostat.

Property Management will help arrange for a maintenance technician that will change all suite air filters, clean the suite inside, check the condensation drip tray and drain hose, check the operation of the compressor, and do any adjustments throughout the year.

In late spring the suite may be kept cooler by closing the blinds or drapes, opening the windows slightly and turning on the bathroom and kitchen fan. Also, turning off lighting not required and minimizing baking, boiling and frying foods can reduce heat build-up. A microwave oven produces less heat than a stove.

It is recommended to keep the heat pump fan motor on the auto setting, which will run 24/7 on the lowest speed to provide constant fresh air from the ERV throughout the suite. When the system calls for either heating or cooling the heat pump fan will switch to a higher setting.

WASHER & DRYER

When using the washer and dryer, ensure that items are distributed evenly and that the drum is not overloaded to avoid excessive vibration. Lint filters in the dryer drum and secondary filter in the ceiling must be kept clean, as lint build up will extend drying cycles and could present a fire hazard. Ensure that the screen in the filter is in the “up” position at all times and that the dryer fan turns on during every cycle.

When the Homeowner is away from the suite for an extended period of time, shut off valves should be turned off to avoid possible flooding. We recommend a periodic inspection of the washer hoses for signs of wear and possible loose connections. Leaks from broken hoses can cause substantial damage not only to the suite, but also to the suites below, and the Homeowner will be responsible to repair any resulting damages.

MICROWAVE/EXHAUST FAN

Never use metal in the microwave. The microwave must never be used to dry garments or any fabric as a fire may result. Keep fans, filters clean and always turn the exhaust fan on when cooking to reduce humidity and cooking odours within the suite. The exhaust fan is also a great tool in filtering air to the exterior. For preventative maintenance, the filter and fan should be removed and cleaned every three to six months depending on the Homeowner’s cooking habits to reduce the risk of fire due to a greasy cook top. The metal filter is dishwasher safe.

REFRIGERATOR

The refrigerator may have one or two controls that let the Homeowner regulate the temperatures in the freezer and refrigerator compartments. The refrigerator control is a thermostat, which measures the temperature and regulates the running time of the compressor.

STOVE

Glass cooktops can be cleaned with a specialty cream cleanser and any burnt-on residue can be removed with a sharp razor blade. To clean the oven, we recommend obtaining a good quality oven cleaner. Should there be a spill in the oven, apply the product immediately after the oven has cooled and remove the debris as soon as possible.

Do not leave cooking unattended. Do not use the oven for drying garments. Do not use the oven for heating the suite. Do not put foil wrap under burners on the top of the stove. These are fire hazards.

DISHWASHER

Only use detergent recommended specifically for dishwashers. Alternatives can cause leakage and excessive bubbles. To prolong the life of the dishwasher, we urge the Homeowner to ensure that any plastic items used in the dishwasher are dishwasher safe and placed only on the top rack. Ensure that food is rinsed off tableware before placing it in the dishwasher, and that the dishwasher filter located underneath the bottom rack is kept clean and free of debris. Excess residue and food particles may block the main drain and result in unnecessary repairs.

SINK

Never dispose of fats, grease, and/or solids in the kitchen drain. The City of Toronto recommends that grease, oils and fat be left to harden with a paper towel and disposed of with organic waste.

COUNTERTOPS - CLEANING

The kitchen and bathroom countertops in the suite are made from quartz, a durable material that is resistant to stains and heat. Quartz does not need to be sealed unlike natural stone, and will remain in excellent shape with proper regular maintenance.

- Regular cleaning should be done with a mild soap or detergent and a soft cloth. Make sure the soap is non-bleach and non-abrasive.
- Although stain resistant, quartz countertops are not stain proof. Wipe up liquids as soon as possible.
- Scrape away any surface stains with a plastic putty knife or razor blade.
- Remove ink or permanent markers carefully with an oil-based cleaner, like Goo Gone. Rinse with warm water and gentle cleanser immediately after the stain is removed.

PREVENTING COUNTERTOP DAMAGE

- Use hot pads or trivets underneath hot pans, crockpots and electric skillets on the countertop. Quartz can resist temperatures up to 300 degrees Fahrenheit, but it can be damaged by quick changes in temperature, also known as “thermal shock”.
- Avoid using knives directly on quartz countertops. Quartz is very scratch resistant, but they can be damaged when forcefully hit with sharp objects. A cutting board is recommended.
- Avoid cleaning with highly acidic or alkaline cleaners, such as nail polish remover, turpentine, oven cleaner, bleach, drain cleaners, dishwasher rinsing agents, etc. If these cleaners are spilled on the countertop, clean immediately with a mild detergent and rinse.
- Avoid pressure or force on your countertops, such as dropping a heavy pot or kitchen mallet, as it can chip or crack the stone.

CABINETRY

Both cabinet exteriors and interiors may be cleaned with a mild soap solution and a damp cloth. After cleaning, surfaces should immediately be buffed dry with a clean cloth. Although shelves are treated with a water resistant top-coat, water or other liquids allowed to sit on the surface for a prolonged period may cause staining and/or bubbling. Periodically check hinge screws and tighten if required.

Cabinets should not be cleaned with abrasive cleansers or strong detergents. Do not use steel wool or other abrasive items for cleaning purposes. These will scratch the topcoat layers of the finishing materials used on cabinet surfaces. Do not allow water to contact cabinet surfaces for more than a few minutes. Make sure that steam from cooking pots and kettles is redirected away from cabinet door surfaces. Homeowners are encouraged to turn on their vent hood to manage moisture and vent steam to the outside.

BATHROOM

The typical bathroom and kitchen fixtures are constructed of either vitreous china, acrylic, stainless steel or chrome. These materials have been selected to ensure years of trouble-free performance. The surface of the fixture, while extremely durable, does require proper care.

- Do not clean fixtures with abrasive household cleaners, abrasive scouring pads, or acidic-based cleansers.
- Drain cleaners may damage the fixtures. If a drain cleaner must be used, rinse the surrounding surface with water immediately after use. Do not use drain cleaners in toilet bowls at any time.

SHOWER

- Do not shower without ensuring the shower curtain or door is tightly closed at all shower edges, to avoid water damage to suites below. Ensure that any water that escapes to the floor is wiped up promptly, and that the bathroom exhaust fan is turned on whenever showering to manage excess moisture.
- Should cracking, water dripping or sagging of ceilings or walls in the bathroom area be seen, report the problem immediately to Property Management.
- The silicone around the shower area should be regularly inspected for signs of wear. Silicone around glass should be inspected and any damaged silicone should be replaced.
- When showering, exhaust fans should be left on to eliminate moisture and these fans should be cleaned for any dust or blockage.

WINDOWS

Windows have limited heat loss resistance and are often the coolest component of a home's enclosure. Because of this characteristic, windows are the most common areas where condensation is most visible. As condensation occurs on the inside window surface, it may be a warning signal to reduce the humidity in your home. Listed below are practical suggestions in controlling humidity and related surface condensation on your windows.

- Make it a habit to use your bathroom fan when showering and your kitchen exhaust fan when cooking. This procedure will help remove moist air from your suite and vent it to the outside.
- Refrain from the use of humidifiers unless the relative humidity levels are below the levels suggested.
- Refrain from over watering household plants.
- Leave the fan running on the heating / air-conditioning unit during extremely cold weather to help the air circulate throughout the home. Avoid hanging wet clothing inside the home. Ensure the clothes dryer is vented to the exterior and the exhaust fan is operating during the use of the dryer.
- Air circulation is important. Open windows to reduce localized condensation.
- Do not worry about the small amount of heat you will lose by providing enough ventilation in cold weather to control the humidity. It will cost a great deal less than the damage condensation can do to your windows, walls and woodwork. Remember that it is the Homeowner's responsibility to use the ventilation system properly to protect the home from stale air and moisture damage.

CONDENSATION AND HUMIDITY

The most common change in new improved construction techniques is the increase in indoor humidity levels in the winter. Considerable amounts of moisture are produced as a result of normal household activities such as cooking and bathing. With less cold, dry air flowing through the suite from the outside, this moisture tends to build up indoors and raise humidity levels.

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. Indoor humidity levels may be controlled by dehumidification, ventilation or air conditioning. Running the furnace fan continuously to ensure that interior air moves over the windows can help control condensation. Heavy draperies or window coverings that block windows and heat diffusers can prevent air flow.

Humidity is beneficial at levels between 30-50%, the optimal level for in-suite woodwork and enhanced air quality. Above this level, condensation begins to appear on the innermost surface of double paned windows on cold days. In very cold weather, the humidity levels will need to be closer to 30% to avoid condensation. If condensation is left unchecked, in extreme cases, peeling paint, mildewed walls, carpet or floor damage and odors may result.

Some controllable sources of water vapor which add humidity within the suite are a steam from a kettle or pot of boiling water, long, hot showers, dishwashing, over-watering of plants and/or too many plants in each space, excessive use of a humidifier, cooking, fish tanks etc. Excessive humidity can usually be reduced by effective ventilation. Use the exhaust fans provided in the suite to vent excessively humid air directly to the outdoors. Occasionally open a window for a short time, bringing in cooler, less humid, air into the suite, thus reducing the overall humidity. Know that damage caused by dampness or condensation due to failure by the Homeowner to maintain adequate ventilation is excluded from the Tarion Statutory Warranty.

ENERGY SAVING FEATURES & TIPS

FEATURES

- Geothermal is a premium heating and cooling system that reduces the building's carbon footprint, lowering greenhouse gas emissions by 70% over traditional systems and saving over 5 million litres of water per year.
- High performance thermal envelope minimizes unwanted solar gain and heat loss.
- Each suite is equipped with Energy Recovery Ventilators (ERVs) to reduce energy demands and enhance air quality.
- Efficient water fixtures and low-flow toilets.
- LED (Light-Emitting Diode) lights save money by using less energy and lasting far longer than compact fluorescent lighting and halogen bulbs.

TIPS

- Program your thermostat to help conserve energy and to lower monthly fees.
- Window coverings help with a home's energy efficiency. Open your window treatments during the day to receive direct sunlight that will warm your home. On cold days, close your window treatments to add an insulating layer.
- Open your windows as much as you can to bring fresh outdoor air and to remove stale air from your suite.
- Replace washers or cartridges on dripping taps. One drop a second wastes up to 96 litres of water per month.
- Use dimmer switches to reduce energy consumption and provide ambient lighting. Turning your lights off is essential when you leave the room to help conserve electricity.

CHANGES TO YOUR SUITE

Prior to performing any work which a Homeowner is entitled to the Homeowner will need to receive approval from Property Management and should provide the Condominium Board with drawings and specifications detailing the location, materials and method of construction and installation of such work. The Homeowner must ensure that the integrity of the Common Elements will not be impaired and such work won't interfere with any structure that is part of the Common Elements.

BALCONIES AND TERRACES

All residents will maintain the attractive exterior appearance of TRETTI by keeping their balconies in a clean and tidy condition. The balcony is not to be used as a storage area. Nothing other than seasonal furniture, being chairs, tables, lounges, weighted umbrellas and moveable seasonal planters is permitted on any balcony/patio/terrace or other exclusive use area, without written consent of the Condominium Corporation.

The balcony and terraces are a common element of the Condominium Corporation and not part of your suite. Like other common elements, no owner can make any change to the balcony without the consent of the Condominium Corporation. This restriction applies to anything that you may want to put on the balcony floor, such as carpeting. Carpeting retains moisture, which causes a premature deterioration of the concrete. If you have a hose bib, a hose bib is the outdoor water tap located on the balcony or terrace. Not every Homeowner has one, but if you do, it is important that you prepare the tap for the winter season. You do this by locating the hose bib's shut off valve, shut off the valves, detach your hose and store indoors. If you don't winterize your hose bib you run the risk of water in the pipes freezing which could possibly cause damage to your suite or even the suites below that you may be liable for.

GARBAGE AND RECYCLING

Your garbage room chute located on each floor is equipped with a "Tri-sorter", located at the ground floor. The garbage chutes, located on each floor, can be used between the hours of 8:00 a.m. and 10:00 p.m. Please place properly wrapped garbage into the chute. Push your garbage completely down the chute but do not force any items that are too large for the opening. This could cause an obstruction in the chute.

For recycling/organics push the recycling button of choice – open the door and push your recyclables through the flap and into the chute.

If you are having renovations or repairs done to your unit, it is your responsibility to arrange for the removal of any appliances, furniture, bulk items or garbage. Do not deposit construction debris down the garbage chute. The Homeowner is responsible to arrange for removal of appliances, furniture or any bulk items.

NOISE

Please do not do any hammering, sawing, drilling, etc. in your suite on Sundays, late in the evening or early in the morning. Such noise sometimes can be transmitted within the walls or floors of the building and can be very disturbing and annoying to your neighbours. This is particularly true when you wear hard-soled shoes on ceramic or hardwood floors.

According to the Condominium Corporation's rules, no repairs, renovations, or other such activities creating noise are permitted before 9:00 a.m. and after 6:00 p.m. Monday through Saturday. No repairs will take place on Sundays and statutory holidays.

PESTS

In the unlikely event that any unwanted pests are found in your suite such as silverfish, ants, roaches, grain beetles, etc., it is the Homeowner's responsibility to contact pest control for any in-suite pest-control issues. Per the declaration, the Condominium Corporation contracts pest control services for common areas.

WINDOW COVERINGS

Window coverings must be white or off-white in colour facing the exterior. This provides for a professional appearance and overall uniformity.

PETS

Collecdev appreciates all our residents, and we have not forgotten about our furry friends. Pet wash stations are located on the ground floor to keep paws and hallways clean. Audible noise from your pet should be controlled and managed in a way as to not disturb neighbouring residents. While in the common areas, including the elevators, corridors, driveways, and parking areas and lawn areas, the pet must be carried or securely leashed. Pets are not allowed to relieve themselves on any part of the building or property. An outdoor pet relief area is conveniently located on the ground floor as well as in the outdoor landscaping area.

Pet play area provides an opportunity to socialize pets. Homeowners no longer have to go outside during the cold winter months. There are mechanical provisions to ensure the air is fresh. We request that homeowners please clean up after their pet(s) and wash down the area after use, hose provided. Please place all “poop bags” in the garbage bin provided, contained within the facility to avoid any transfers of smell throughout the building. If your pet is unfriendly towards other dogs, please take your pet to the outdoor pet relief area located on the east side of the building. Please refrain from giving your pets treats during play time, unless you are the only person using the pet play area.

INSURANCE BY THE CONDOMINIUM RESIDENTS

The Condominium Corporation is required to maintain all risk insurance coverage for the common elements and all units. However, this insurance only covers suites originally built by TRETTI. It does not cover the contents of your suite, your five appliances, or any suite improvements that may have been made. Contact your own insurance agent to inquire about condominium unit insurance policies. It is also wise to obtain a personal liability policy in an amount you consider appropriate. Such a policy provides for legal liability and personal damage caused by you, your family, guests, or service personnel.

VACATIONS

If you are going on vacation, or will be away for an extended period, we recommend that you advise Property Management. If possible, we would like to have the telephone numbers where you can be reached. We must know if any family members or friends are going to be visiting your suite during your absence, and if there are special instructions you may wish to leave with the staff during your absence including shutting off the main valve for water into your suite.

RESIDENT INFORMATION FORMS

For your convenience and protection, please notify Property Management of any changes to your “resident information”, such as new license plate numbers, new business telephone numbers, and change in occupancy status. For safety and security it is important to advise Property Management when an occupant(s) moves out of your suite so that access to the building can be denied, if applicable.



Illustration is artist's concept E&O.E.

Pet Relief Area

WARRANTY OVERVIEW



TARION WARRANTY CORPORATION

Please visit Tarion's website for detailed warranty coverage at <https://www.tarion.com/builders/coverage-after-you-close>. Should you have any questions about your unit's warranty coverage, please contact The Customer Care Team at your convenience. Every Homeowner must register for Tarion's MyHome Homeowner portal. The portal is designed for easy submission of warranty lists as described below. Please visit <https://myhome.tarion.com/hop/> for further info and instructions on how to register your unit. Please be advised that alterations or additions to any of the services and materials in your home may potentially void the warranties, depending on the scope of work. If you have a contractor perform work in your home that in any way affects present service, for example, drywall, plumbing, electrical, heating, completion of intercom, or security, TRETTE relinquishes any responsibility for associated malfunctions or deficiencies related to the work. If you plan to make additions or deletions to your home, they must be scheduled after the Building Registration and approved with the Condominium Board and/or Property Management.

ONE YEAR WARRANTY

- Requires a home is constructed in a workman-like manner and free from defects in material.
- Protects against unauthorized substitutions.
- Requires the home to be fit for habitation.
- Protects against Ontario Building Code violations; and
- Applies for one year, beginning on the home's date of possession even if the home is sold.

TWO YEAR WARRANTY

- Protects against water penetration through the basement or foundation walls;
- Protects against defects in materials that affect windows, doors and caulking and defects in work that results in water penetration into the building envelope;
- Covers defects in work or materials in the electrical, plumbing and heating delivery and distribution systems;
- Covers defects in work or materials that result in the detachment, displacement or deterioration of exterior cladding (such as brickwork, aluminum or vinyl siding);
- Protects against violations of the Ontario Building Code that affect health and safety; and
- Applies for two years, beginning on the home's date of possession.

SEVEN YEAR WARRANTY

Your home's seven-year warranty covers major structural defects (MSD) and begins on the date you take possession of the home and ends on the seventh anniversary of that date. For example, if your home's date of possession is October 23, 2005, the seven-year MSD warranty begins on October 23, 2005 and remains in effect until and including October 23, 2012.

A major structural defect is defined in the The Ontario New Home Warranties Plan Act as:

In respect of a post June 30, 2012 home, any defect in work or materials in respect of a building, including a crack, distortion or displacement of a structural load-bearing element of the building, if it,

- (i) results in failure of a structural load-bearing element of the building,
- (ii) materially and adversely affects the ability of a structural load-bearing element of the building to carry, bear and resist applicable structural loads for the usual and ordinary service life of the element, or
- (iii) materially and adversely affects the use of a significant portion of the building for usual and ordinary purposes of a residential dwelling and having regard to any specific use provisions set out in the purchase agreement for the home.

The seven-year MSD warranty includes significant damage due to soil movement, major cracks in basement walls, collapse or serious distortion of joints or roof structure and chemical failure of materials. In addition to the general exclusions, the seven-year MSD warranty specifically excludes: dampness not arising from failure of a load-bearing portion of the building; damage to drains or services; and damage to finishes.

To learn more about Tarion Warranty information, please click the following [link](#).

WARRANTY EXCLUSIONS

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 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 the PDI. Please refer to the Tarion Homeowner Information Package for a detailed list of items not covered by warranty.

WARRANTY SERVICE

Collecdev is committed to exceptional warranty service. Our after-sales warranty service program is designed to address any questions or concerns regarding the construction of the home, or any other issues with respect to repairs that require completion in the home. Please contact Collecdev Customer Care for further information.

HOMEOWNERS ALTERATIONS TO SUITES 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 the exterior door(s), balcony, deck, landscaping, fencing and patio area.

PRE-DELIVERY INSPECTION

The Pre-Delivery Inspection (PDI) is performed in advance of your interim occupancy date. This is the first opportunity to walk through your new home. You will learn how everything functions 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 Pre-Delivery Inspection will not be accepted as warranted concerns. Items of this nature are only considered warranted if they are listed at the time of inspection. Collecdev is committed to building complete communities with uncompromising standards of quality. It is our mission to ensure your home delivers on our promise to provide a superior Homeowner experience with meticulous attention to detail. For the Pre-Delivery Inspection process we hire a third party Customer Care professional to put Homeowners at ease and to reassure the Homeowner of the exceptional quality of their suite.

WARRANTY FORMS AND SUBMISSIONS

30-Day Form:

You can submit a 30-Day Form during the first 30 days of possession. Use this form to list any unresolved warranty items you and your builder identified during your pre-delivery inspection, as well as any new items that have arisen since you took possession of your home. You can submit only one 30-Day Form, so make sure you include all of the warranty items that you want to report.

Year-End Form:

You can submit a Year-End Form during the last 30 days of the first year of possession. Use this form to list all outstanding warranty items to date. It's important to note that the one-year warranty is the most comprehensive, and this is your final opportunity to report items covered by the one-year warranty to Tarion. If you do not submit a Year-End Form before the deadline, you may risk not having certain items covered by the warranty. Only one Year-End Form will be accepted.

Delayed Closing/Occupancy Form

You can submit this form within one year of the date you take possession/occupancy. Your new home warranty's delayed closing/occupancy coverage ensures that you are compensated if your builder does not provide sufficient advance notice of a delay or if the completion of your home is delayed beyond a certain point.

Second-Year Form:

You can submit a Second-Year Form at any time during the second year of possession. Use this form to list any items that are covered under the two-year warranty. Keep in mind that you are allowed to submit as many Second-Year Forms as necessary during this period.

Major Structural Defect Form:

You can submit a Major Structural Defect Form any time after the second year of possession but no later than seven years from the date of possession. Use this form to report any items that are covered under the seven-year major structural defect warranty. More than one Major Structural Defect Form may be submitted.

For more information regarding warranty forms, please click the following [link](#).



Illustration is artist's concept E&O.E.

Lobby

CONDOMINIUM

ADMINISTRATION

Pursuant to the terms of the Declaration and by-laws of the Condominium Corporation, a Board of Directors consisting of three directors is elected at the Annual General Meeting of the Corporation.

The Board of Directors meets regularly to discuss matters relevant to the operation of the condominium and to establish policies to guide the management. Official minutes of the meetings are maintained.

Matters of interest are reported to the Owners by the Board in the form of a newsletter, and exceptional matters are generally dealt within a specific notice.

Each year, an Annual General Meeting of all Unit Owners by the Board is held and at that time official corporate business is conducted; the Auditors' financial report is presented to owners, new Directors are elected; and any other business which may be properly brought before the meeting is discussed. The Board outlines upcoming projects, discusses the new budget, and provides information.

COMMON ELEMENT FEES

All maintenance fees are payable to the corporation and are due on the first day of the month. Payment is requested through PAP (pre-authorized payment), or by post-dated cheques for a period of one year, dated the first day of the current year, up to and including the first day of the subsequent year. When the building registers, it will have a TSCP number. The cheques will be paid to the corporation; TSCP #XXXX. Before registration, the occupants will pay occupancy fees to declarant (Collecdev). For more information, please contact Property Management.

INSURANCE

We feel it is important to make our Homeowners aware of insurance responsibilities as well as the responsibilities that apply to the Condominium Corporation. Failure to maintain adequate Condominium Suite Owners Insurance could result in severe financial hardship should a serious loss occur. The insurance responsibilities as a Suite Owner are as follows: Improvements or betterments made to the suite - i.e., wallpaper, paneling, light fixtures, upgraded flooring and upgraded kitchen cupboards.

- Personal Liability: legal liability arising out of personal activities as a Homeowner and the ownership of the Individual Suite,
- Personal Property: furniture, clothing, and all personal effects within the Residential Suite 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 Suite 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 suite requires ownership. During the Interim Occupancy Period, Purchasers are responsible to provide insurance as follows:
- 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 Suite.
- 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.

MOVES & DELIVERIES

REQUIREMENTS FOR BOOKING A MOVE-IN ELEVATOR:

Homeowner Information Forms

- Summary of Lease or Renewal (if rented)
- Persons Requiring Assistance Form (if applicable)
- Agreement to Receive Notices Electronically
- Enterphone Request
- Parcel/Package Delivery Waiver Form
- Proof of Enrollment with PowerStream Energy
- Certificate of Insurance
- Elevator Booking Form
- \$500 Security Deposit Cheque - payable to Collecdev (Tippett) GP Inc.

Moves and deliveries can be scheduled with Property Management and should be booked at least seven days in advance, so that the elevator may be protected with moving blankets and placed on service for convenience. All reservations made are on a first-come, first-served basis.

MOVING GUIDELINES

- Homeowners must check-in upon arrival with the concierge.
- Trucks/vehicles are not permitted to block roadways or fire routes.
- When a moving company arrives, they will be directed to the loading dock area and the elevator will be placed on service mode.
- All large boxes must be broken down and stacked in the garbage compacter room located on P1.
- We recommend that the Homeowner asks the moving or delivery company to remove all cardboard and boxes from the site.

MOVING HOURS:

Monday to Saturday (Time Slots):

- 10:00 a.m. to 12:30 p.m.
- 12:45 p.m. to 3:15 p.m.
- 3:30 p.m. to 6:00 p.m.

Moving is not permitted on Sunday and Statutory Holidays.

DELIVERY POLICY

Delivery of small parcels, registered and couriered mail and perishable items. All small parcels registered and/or couriered mail will be handled by the individual Homeowner or tenant as required. Furthermore, the staff and management of TRETTEI do not accept responsibility for either these items or their contents. Without a signed authority, neither the staff nor Management will accept any of the above noted items on your behalf. If you plan to be away from the building for a prolonged period of time, please inform the concierge so that such items will be held until your return.

The staff of TRETTEI will not accept perishable items, such as flowers and prepared food, if there is no one in the suite to accept them. If, however, you anticipate a delivery of flowers while you are out for a short period, please indicate this to the concierge and we will be happy to accept them for you.

Furniture and large item delivery prior arrangements must be made with Property Management to reserve the service elevator. A deposit cheque of \$500.00 will be held for damages and returned in full if no damages have occurred.

Building personnel are prohibited from accepting cash to cover the cost of any parcel delivery service.

Please request that the delivery company take away your boxes from furniture and appliances or a charge for garbage removal will be charged to you, the owner. Property Management, the Condominium Corporation and staff accept no liability for handling Residents' parcels, deliveries, or mail.

WASTE & RECYCLING

There is a garbage chute located on every level near the elevators. Large items that do not fit in the chute must be brought down to the garbage compactor located on P1.

For the consideration of other Homeowners, and to avoid disruption to neighbours the garbage chute is only to be used between the hours of 8:00 a.m. and 10:00 p.m. All garbage must be properly bound, packaged, bagged, and sealed to prevent any odors, excess 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. Nothing is to be left on the floor of the disposal room.

The following is a list of items that do not go down the chute. They are either hazardous material or may block the chute, resulting in damage and costly repairs.

- Bulk items (i.e., coat hangers, oversized cartons, kitty litter)
- Paint, flammables, or combustibles
- Boxes and/or move-in containers
- Furniture and non-recycling items must be taken directly to a city waste transfer station by the Homeowner. Please contact Property Management to learn more about disposing of hazardous waste.

Items that should be recycled:

Glass

- Bottles, jars (lids on and washed)

Rigid Plastics

- Food jars, tubs (lids on)
- Clear food containers/clamshells (e.g. from berries, vegetables, mixed greens)
- Disposable plastic cups
- Beverage bottles (lids on)
- Salad dressing bottles
- Detergent, soap, shampoo bottles (lids/sprayers/pumps on)
- Clear CD/DVD cases (empty; black cases are garbage)

Note: all black and/or compostable plastic goes in the garbage.

Soft, Stretchy Plastics

- Grocery/retail shopping bags
- Produce/bulk food bags
- Bread bags (non-foil)
- Milk bags (outer bag, rinsed inner pouches)
- Sandwich bags (including resealable)
- Frozen fruit/vegetable bags (no stand-up pouches)
- Over-wrap (e.g. from toilet paper, napkins, paper towels, water/soft drink cases)
- Newspaper/flyer/magazine bags (separate paper from bag, recycle separately)
- Dry cleaning bags
- Diaper/feminine hygiene outer bags
- Garden soil/manure/compost/road salt bags

Note: remove product before recycling.

Metal

- Aluminum/steel food & beverage cans
- Aluminum trays, burner liners, pie plates, roasting pans
- Cookie tins
- Aerosol cans (empty; lids on)
- Paint cans (empty; remove lids and recycle separately)

Paper*

- Bags (without wax or plastic lining/coating)
- Advertising mail, fine paper, envelopes
- Newspapers, flyers, directories, magazines, catalogues (remove over-wrap, recycle separately)
- Gift wrap, tissue paper, cards (no ribbons, bows, foil wrap)
- Shredded paper (put in clear plastic bag, tie closed)
- Soft/hard cover books

*Place pieces smaller than a business card in envelope or add to bag of shredded paper.

Paper Containers

- Cartons and boxes (e.g. from juice, milk, soup; straws are garbage)
- Spiral wound cans (e.g. from chips, nuts, frozen juice – place metal end in can and pinch closed; pull-off strips are garbage)

Cardboard

- Boxboard (e.g. from cereal, tissue, detergent, shoe; remove liners, flatten, no freezer boxes)
- Corrugated cardboard (unwaxed, flattened; pizza boxes must be empty; remove over-wrap from water/soft drink cases, recycle separately)
- Rolls (e.g. from toilet paper, paper towel, wrapping paper)

Foam Polystyrene

- Foam food and protective packaging (e.g. plates, cups, egg cartons, takeout containers, meat/fish trays; plastic wrap & absorbent pad are garbage)
- Protective packaging (e.g. from shipping, electronics; foam packaging peanuts are garbage)

Note: Food/drink packaging must be empty and rinsed (otherwise, place in garbage). Black foam items and pieces smaller than 10 cm (4") x 10 cm (4") go in the garbage)

YORK REGION'S WASTE DEPOTS

Please bring other items to one of York Region's waste Depots.

Items such as electronic, electrical, and household hazardous material.

The closest drop-off depots to TRETTI are Dufferin and Ingram.

DUFFERIN

35 Vanley Crescent, North York

GENERAL HOURS:

Monday - Friday:

6:00 a.m. - 6:00 p.m.

Saturday and Sunday:

Closed

HOUSEHOLD HAZARDOUS WASTE & ELECTRONIC WASTE:

Dufferin does not accept Household Hazardous Waste or Electronic Waste materials.

ACCEPTED ITEMS:

- Garbage
- Yard Waste
- Blue Bin (Recycling) Items
- Metal
- Tires (accepts loads containing more than 10 tires)

[Site Map](#)

HAZARDOUS WASTE PICK-UP

(Free pick-up by the City)

- Maximum of 50 litres/kilograms and minimum of 10 litres/kilograms per pickup (equivalent to 10 full standard household paint cans)
- Pick-up must be prearranged. Call 311 Toronto to create a service request.

For more information on Drop-off Depot locations please [visit](#).

INGRAM

50 Ingram Drive, North York

GENERAL HOURS:

Monday - Saturday (24-hour operation)

6:00 a.m. - 12:30 p.m.

Sunday:

Closed

HOUSEHOLD HAZARDOUS WASTE & ELECTRONIC WASTE HOURS:

Monday - Friday:

10:00 a.m. - 6:00 p.m.

Saturday:

7:00 a.m. - 12:30 p.m.

Sunday:

Closed

ACCEPTED ITEMS:

- Household Hazardous Waste
- Blue Bin (Recycling) Items
- Tires (10 max)
- Electronic Waste
- Renovation (clean drywall up to 1 tonne)
- Garbage
- Yard Waste
- Metal

[Site Map](#)

JAMES PASTERNAK

Councillor | York Centre - Downsview

Councillor_Pasternak@Toronto.ca

416-392-1371

www.JamesPasternak.ca

ACCESS TO THE BUILDING & GUIDELINES

There will be license plate recognition when entering the parking garage. Using advanced artificial intelligence the smart system's specialized cameras scans a car's license plate. If the plate is approved in the system (license plate has been registered with the concierge) the garage door will open.

Recording cameras are located throughout both buildings in the underground levels, garage, entrances, elevators, and various other locations.

Homeowners may purchase one fob per registered occupant from Property Management.

All Homeowners are required to register their names and phone number with Property Management as soon as possible. Visitors will only be able to use the enter-phone-system if the Homeowner is registered. Once complete, visitors will be prompted to follow the instructions on the screen.

Please note that the concierge is not permitted to open your suite or supervise any unauthorized person's attendance in your suite.

It will be the responsibility of the resident to allow access to their suite. Residents of TRETTI must facilitate any entry to their suite by all vendors/guests.

SUITE KEYS

In accordance with the Declaration of your corporation, all suite door keys are on one master key. The master key system allows for immediate access in case of an emergency, fire, or flood. Prior to changing your lock, please contact the Property Management office to ensure that your lock remains on the master system.

The cost to have a lock put back on the master system or damages to your door in the event of an emergency, should it be required, would be at your expense. Safety chain/double locks etc. may not be attached to suite entry doors without the consent of the Board of Directors.

PARKING USE & GUIDELINES

RESIDENT PARKING GUIDELINES

- Please ensure vehicles are always locked and avoid leaving valuables inside.
- When entering or leaving the premises, please operate vehicles safely and drive at a speed of no more than 10 km/h.
- Please ensure Property Management has the correct license plate number on file.
- Residents to park in the assigned parking space only.
- Vehicles parked in unauthorized spots will be ticketed and/or towed at the owner's expense.
- In the event the assigned space is inaccessible, please contact the Concierge Desk for alternative parking arrangements.
- Parking tickets will not be paid or cancelled by the Condominium Corporation. Please keep in mind that for legal reasons, it is the Homeowner's responsibility to remove unauthorized vehicles that are in the Homeowners' assigned parking spot.
- Repairs, washing, oil changes are not allowed in the parking areas.
- Parking spaces are for vehicles only and are not to be used for storage of any articles. Items left in the parking area will be discarded.
- Additional vehicles including motorcycles cannot be parked within the same parking space as another vehicle. These vehicles are required to have their own individual parking space. Please contact Property Management for additional information.

VISITOR PARKING GUIDELINES

- All Visitor parking is located on P1.
- Visitor parking spaces will be marked "V".
- Please be advised that visitors will be unable to access resident parking spaces.
- Overnight visitor passes are required when guests intend to spend the evening past 2:00 a.m. It is the Homeowner's obligation to notify the Concierge and ensure a parking pass has been obtained. The pass must be clearly displayed in the windshield of the vehicle.
- Visitor parking is also first-come first-served, so it is important to notify Property Management if parking is required.
- If a vehicle is parked in your space or blocking it, report the following information to the concierge:
 - Your name, unit number, parking space number and license plate number.
 - The description and license plate number of the offending vehicle.
- Do not park in someone else's parking space as it constitutes trespassing and is very discourteous.
- Vehicles illegally parked on driveways, ramps, or in areas not designated as parking spaces in the underground parking garage shall be ticketed and removed from the property by the management at the owner's expense and at the sole responsibility of the offending vehicle owner.

LOCKER USE & GUIDELINES

- Please ensure that all articles stored in the locker(s) are kept within the space assigned to the Homeowner.
- The assigned locker(s) includes the inner enclosure, it does not include locker space itself (not the area above or around the enclosure).
- We encourage the Homeowner to ensure that all items within the locker(s) are kept elevated from the floor, and that the items are placed under a plastic cover as the Condominium Corporation and the Declarant is not responsible for any items which are damaged or stolen.
- Do not store perishable items, gasoline, propane, or any other combustible material(s) in the locker(s).

GARAGE DOOR OPERATION

The garage doors are programmed to open and close automatically after being activated. Residents are not permitted to tamper with or adjust the timing mechanism. Should the garage door fail to open, immediately report the problem to the concierge, who will arrange to have the door secured open until repairs can be made via Property Management. It is recommended to proceed with caution when entering the underground parking garage. Ensure that the overhead garage door is fully opened prior to entering. To reduce the risk of damage to your vehicle, it is recommended to wait until the door is fully closed prior to engaging the door to reopen. It is also recommended that you do not speed up in an attempt to access the garage before the door fully closes.

ACCIDENTAL DAMAGE TO VEHICLES OR PROPERTY

- If a third party damages your vehicle and you are not aware of their name, report the damage to your insurance company and the concierge. If you are aware of the name, follow the same procedure as for any road accident.
- If you damage another vehicle leave a note on the windshield with your name, address, and telephone number. Inform your insurance representative and the concierge.
- In the event of accidental damage to other property or common elements, report it to your insurance company and the concierge.



Illustration is artist's concept E&O.E.

West Elevation

EMERGENCY SITUATIONS

EMERGENCY SITUATIONS

The following is an excerpt from the Emergency Coverage steps as provided and mandated by Tarion Warranty Corporation.

An emergency is defined as any warranted deficiency that, if not attended to immediately, would likely result in imminent and substantial damage to the home, or represent an imminent and substantial risk to the health and safety of its occupants.

Examples include total loss of heat between September 15 and May 15; a gas leak; total loss of electricity or water supply; total sewage stoppage; plumbing leakage that requires complete water shut-off; a major collapse of any part of the home's exterior or interior structure; or any situation where in the opinion of Tarion, the home is uninhabitable for health or safety reasons.

The above examples do not include emergency situations due to the failure of a municipality or utility to provide the service. Homeowners should not undertake any work without giving the builder the opportunity to assess the problem and take corrective measures. Homeowners will not automatically receive reimbursement from the builder or Tarion and completing the work may affect warranty coverage.

EMERGENCY CHECKLIST:

- Call the emergency contact telephone number provided by the builder. (Condominium owners should also contact the condominium corporation's Board of Directors and/or the Property Manager).
- If you are unable to reach the builder or if the builder does not correct the situation within 24 hours, contact Tarion for further assistance.
- If damage to builder-installed materials results, do not repair it. If you cannot reach Tarion or your builder and have no other option but to have the work completed, you or a contractor should correct the emergency condition only and document the problem with pictures, both before and after (if possible).
- Submit an Emergency Form to Tarion as soon as possible after completing the repair with a copy to your builder.
- If the builder is responsible for the emergency item, they will handle any resulting damage within 30 days of the Homeowner's notice to them and Tarion. If the builder fails to repair the resulting damage, Tarion will work with the Homeowner directly to settle the matter.

When calling outside emergency services, be sure to use the appropriate address:

- Suite #, 30 Tretti Way North York, ON M3H 0E3

EMERGENCY PROCEDURES FOR OCCUPANTS

INTRODUCTION

Whenver fire occurs, the risk to life and property are major concerns. The actions taken by the person who discovers a fire can make the difference between a minor incident and a major event. It is for this reason that a comprehensive Fire Safety Plan (FSP) was prepared.

It is crucial that all staff and occupants be familiar with the evacuation procedures so that they have the knowledge and practical experience needed to act competently in a fire emergency. Designated supervisory staff for the building are provided with specific emergency procedures and responsibilities in Sections 5 and 6 of this Plan. The remainder of the building staff and occupants will follow the procedures below.

UPON DISCOVERY OF SMOKE OR FIRE

1. Leave the fire area immediately, advising anyone in the vicinity to leave immediately.
2. Close all doors behind you to limit the passage of smoke and fire.
3. Activate the fire alarm system by using the nearest manual pull station, if safe to do so.
4. From a safe place, call the Fire Department by dialing 911. Never assume this has been done. Know and give the correct building address (Suite #, 30 Tretti Way, North York, ON M3H 0E3), the location of the fire, and your name.
5. Assist other occupants to evacuate the building if safe to do so.
6. Proceed via the stairs to the nearest building exit. If you encounter smoke at an exit, use an alternate exit.
7. If doors are encountered on the way to an exit, feel the doorknob for heat before opening the door. If it is not hot, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, close the door quickly and proceed to an alternate exit.
8. Do not return until the Fire Department has declared the situation safe and given the All Clear.

UPON HEARING AN ALARM SIGNAL

1. Proceed to the nearest exit and meet in designated safe area.
2. Close all doors behind you to limit the passage of smoke and fire.
3. Assist other occupants to evacuate the building if safe to do so.
4. If doors are encountered on the way to an exit, feel the doorknob for heat before opening the door. If it is not hot, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, close the door quickly and proceed to an alternate exit.
5. If there are occupants visiting the building who may not be familiar with the Fire Safety Plan and exit routes, assist them in exiting the building.
6. If you encounter smoke, consider using an alternate exit.
7. Do not return until the Fire Department has declared the situation safe and given the All Clear.

IF YOU BECOME TRAPPED

1. If in a room, attempt to keep smoke from entering the room. If you have the means to do so, this can be achieved by sealing the cracks around the door using tape or wet towels.
2. Unlock door for possible entry of firefighters.
3. Keep low to the floor where the air is clearer.
4. Attempt to contact authorities to advise them of your location by dialing 911.
5. If smoke enters your suite, move to the most smoke-free room, close the door, and seal with tape and towels if available.
6. Wait for the arrival of firefighters and obtain their attention by any means possible, such as waving objects next to the windows.

GENERAL

Occupants are advised to:

- Be fully acquainted with the fire protection installations that are provided for your safety.
- Should you have questions regarding fire emergency procedures, contact building supervisory staff.
- Know the building address 30 Tretti Way, North York, ON M3H 0E3.
- Refer to the “Stay or Go” from the Office of Fire Marshall (OFM), attached in Appendix L.
- Remember to remain calm.

IN CASE OF FIRE SIGNAGE POSTINGS

The action to be taken by occupants in a fire emergency is posted (similar to the sign below) on each floor at all fire alarm manual pull stations:

IN CASE OF FIRE
UPON DISCOVERY OF FIRE
Leave fire area immediately. Activate the closest fire alarm manual pull station, if safe to do so. Close all doors behind you. Evacuate the building via the nearest exit.
Call the Fire Department DIAL 9-1-1
DO NOT USE ELEVATORS
UPON HEARING FIRE ALARM
Evacuate the building via the nearest exit. Close all doors behind you.
CAUTION
If smoke is heavy in the corridor, it may be safer to stay in your area. Close doors and place a wet towel at the base of the door. If you encounter smoke, use an alternate exit.
REMAIN CALM

FIRE PREVENTION

Fire prevention is everyone's responsibility. If you notice a fire hazard in your area, immediately report this to supervisory staff. The following fire prevention measures are provided for the purpose of creating a fire safe environment for everyone and are mandated by this Fire Safety Plan.

Occupants are advised that, to prevent a serious fire hazard, the following should be understood and practiced:

GENERAL HAZARDS

- Burning material, such as cigarettes, ashes, and like material, should not be put into the garbage bins.
- Do not dispose of aerosol cans or flammable liquids in the garbage bins.
- Do not use unsafe electrical appliances or frayed extension cords and do not over-load circuitry.
- No person shall intentionally disable any part of the fire alarm system so as to make it inoperable. Failure to comply will result in legal action / prosecution for the individual.
- Exits and paths leading to exits are to remain free of any obstructions.
- Do not allow accumulation of paper and boxes in office areas. Inactive files must be stored in designated, approved storage rooms.
- Keep all hallways and corridors free from obstructions such as chairs, desks, boxes, etc.
- Ensure that all exit doors remain closed at all times. They must never be propped open.
- Smoking is not permitted inside the building. Never throw cigarettes or smoking materials over the balcony.
- Avoid placing combustible materials directly in contact with an electrical outlet.
- Do not hang anything from a fire sprinkler head or a fire detector.

ELECTRICAL HAZARDS

- Report any frayed or damaged electrical wires to the appropriate authority. Electrical wiring that is defective, frayed, or cracked must be replaced.
- Outlets or electrical devices that show evidence of electrical arcing or sparking must not be used and must be immediately repaired by a licensed contractor.
- Avoid using extension cords wherever possible. Extension cords are designed for temporary use only. If they are to be used, they must be protected from physical damage. They must never be run under mats or carpets.
- If a circuit breaker consistently trips, discontinue using the device that is causing the circuit to trip. It must be determined if the device is faulty, or if there is too much current passing through the circuit, or if the circuit wiring is at fault. Only a certified electrician must assess and repair problems in the electrical distribution system.

STORAGE AREAS

- Storage areas must be kept clean and free of rubbish.
- Materials must be stacked neatly to ensure stability of the piles.
- There must be a clearance of at least 460 mm (18 inches) between fire sprinkler heads and stored material.
- Combustible materials must not be stored directly touching an electrical outlet.
- Circuit breaker panels located in storage rooms must not be covered or obstructed by stored material.
- Electrical equipment and devices should not be operated or connected to an electrical source in storage rooms unless approved by Maintenance Staff or the Property Manager.
- Doors to storage rooms must be kept closed at all times.
- Flammable and combustible liquids must not be stored in storage rooms used for ordinary combustible materials (e.g. paper, boxes etc.).
- Hazardous, reactive, or unstable chemicals and substances will not be stored in storage rooms used for ordinary combustible materials.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

- Handle and store flammable and combustible liquids and other hazardous materials as per the requirements of the Ontario Fire Code.
- The handling, dispensing, and use of hazardous chemicals and materials must be done by persons who have been trained in their use and who have easy access to the Safety Data Sheets (SDS) for the chemicals being handled.
- Do not store flammable and combustible liquids with corrosives, oxidizers, reactive chemicals, or compressed gases.

OFC SECTION 6.3.3. - SMOKE ALARMS

FREQUENCY	MAINTENANCE PROCEDURE	PERFORMED BY	REFERENCE
As Required	Smoke alarms shall be maintained in operating condition.	Owner, Occupants, Tenants, or Qualified Contractor	OFC Div. B Sentence 6.3.3.3.(1)
As Required	No person shall disable a smoke alarm.		OFC Div. B Article 6.3.3.6.
As Required	The landlord / suite owner shall test battery-operated smoke alarms after the battery is replaced.		OFC Div. B Sentence 6.3.3.8.(3)
As Required	The landlord / suite owner shall test smoke alarms that are connected to an electrical circuit after any change is made to the electrical circuit.		OFC Div. B Sentence 6.3.3.8.(4)
Annually	The landlord / suite owner shall test smoke alarms annually and after every change in tenancy.		OFC Div. B Sentence 6.3.3.8.(2)

OFC SECTION 6.3.4. - CARBON MONOXIDE ALARMS

FREQUENCY	MAINTENANCE PROCEDURE	PERFORMED BY	REFERENCE
As Required	Carbon monoxide alarms shall be maintained in operating condition.	Owner, Occupants, Tenants, or Qualified Contractor	OFC Div. B Sentence 6.3.4.3.(1)
As Required	No person shall disable a carbon monoxide alarm.		OFC Div. B Article 6.3.3.6.
As Required	A carbon monoxide alarm shall be replaced within the time frame indicated in the manufacturer's instructions.		OFC Div. B Sentence 6.3.4.7.(3)
As Required	The landlord / suite owner shall test battery-operated carbon monoxide alarms after the battery is replaced.		OFC Div. B Sentence 6.3.4.8.(3)
As Required	The landlord / suite owner shall test carbon monoxide alarms that are connected to an electrical circuit after any change is made to the electrical circuit.		OFC Div. B Sentence 6.3.3.8.(4)
Annually	The landlord / suite owner shall test carbon monoxide alarms annually and after every change in tenancy.		OFC Div. B Sentence 6.3.4.8.(2)

The owner/tenant for each residential suite in the building is required to provide these requirements (Sections B.9 + B.10) to any party renting their suite.

FIRE SAFETY IN HIGH-RISE BUILDINGS

FIRE SAFETY BEGINS WITH YOU!

Learn what to do if a fire happens in your building!

Know the fire safety features in your building and the emergency procedures outlined in the building's fire safety plan!

Know the locations of all available exit stairs from your floor in case the nearest one is blocked by fire or smoke!

IF THERE IS A FIRE IN YOUR UNIT:

- Tell everyone in the unit to leave. Close all doors behind you.
- Pull the fire alarm on your floor and yell "FIRE".
- Leave the building using the nearest stairway.
- Call 9-1-1 when you are safe.
- Meet the firefighters and tell them where the fire is.

TO STAY OR GO?

Most of the time, the best thing to do in a fire is leave the building as soon as possible. But in some cases you may not be able to leave and you may have to stay in your apartment. **WHETHER YOU DECIDE TO STAY OR GO, YOU MUST ACT QUICKLY AND PROTECT YOURSELF FROM THE SMOKE.**

IF YOU DECIDE TO LEAVE THE BUILDING, WHEN YOU HEAR THE FIRE ALARM:

- Feel the door to your unit before opening it. If it is hot, use another way out. If it is cool, leave the building immediately, using the closest stairway. Close all doors behind you.
- DO NOT use the elevator.
- If you encounter smoke in the stairway, use another stairway.
- If this is not an option, return to your unit, or seek shelter in another unit.
- If an announcement is made throughout the building, listen carefully and follow the directions.
- Call 9-1-1 and let them know where you are.

IF YOU CAN'T GET OUT OF YOUR UNIT OR YOU DECIDE TO STAY IN YOUR UNIT:

- Stay in your apartment until you are rescued or until you are told to leave. This may take a long time.

- DO NOT try to leave your apartment a long time after the alarm has sounded. The longer you wait, the more risk there is that heavy smoke will have spread into stairways and corridors. Your chances of survival are less.
- Keep smoke from entering your apartment. Use duct tape to seal cracks around the door and place wet towels at the bottom. Seal vents or air ducts the same way.

IF SMOKE ENTERS YOUR APARTMENT:

- Call 9-1-1 and tell them where you are and then move to the balcony. Close the doors behind you.
- If you don't have a balcony, go to the most smoke-free room, close the door and seal it with tape and towels. If necessary, open the window for fresh air. Show emergency personnel where you are by hanging a sheet from the window or balcony.
- Keep low to the floor where the air is cleaner.
- Listen for instructions from authorities.

For more information on public safety and alerts visit:
<https://www.toronto.ca/community-people/public-safety-alerts/>

TRETTI

C O N D O S



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