



HOMEOWNER INFORMATION PACKAGE 2024

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ABOUT COLLECDEV-MARKEE DEVELOPMENTS

“A COLLECTIVE OF PEOPLE AND IDEAS DEDICATED TO BUILDING BETTER COMMUNITIES”

SOCIAL SUSTAINABILITY

Building communities that anticipate the future while balancing today's needs is the cornerstone of Social Sustainability. It entails a constantly evolving outlook on spaces that integrate diverse programmatic elements, stimulating conversation and provoking new ideas for healthy, balanced environments. Beyond the individual buildings and their associated amenities, we take responsibility to ensure that we layer community services and facilities to create a thriving sense of place. We advance housing initiatives that are accessible to all and ensure private and public spaces are designed to enrich society as a whole.

EXPERIENTIAL DESIGN

Understanding the wants and needs for our homeowners is essential to creating the ultimate living experience. As such, we apply a diligent approach to designing every element our communities, from macro to micro, through an iterative process where the small details inform the big moves, and vice-versa. We give careful consideration to both the existing contexts in which we build, and to the intimate living spaces in the communities we create. Striking a balance between form and function is our ultimate goal. We take every precaution to ensure that our projects are future-proofed. The result is a human-centred, multi-layered design approach that welcomes families' home.

ENVIRONMENTAL STEWARDSHIP

At Collecdev-Markee we acknowledge an inherent responsibility over the impact of our communities on the natural and built environment. The unprecedented rate of urbanization demands a forward-thinking approach in order to build long lasting balanced urban landscapes. This is achieved through the careful consideration and implementation of advanced building technologies and alternative energy sources. Various initiatives to reduce the carbon footprint of our communities are executed in order to realize one of our primary objectives. Collecdev-Markee's investment in Environment Stewardship is a fundamental part of developing communities that ensure a better tomorrow.

COLLECDEV-MARKEE COMMUNITIES (CONDOMINIUM OWNERSHIP)



Nørdic Condos
Interim Occupancy



Cielo Condos
Now Selling
Under Construction



TRETTI Condos
Completed 2023



38 Broadway
Future Development



Westwood Gardens
Completed 2022



3400 Dufferin
Future Development

NØRDIC CONDOS OVERVIEW

Project Type:	High-Rise Residential
Building Height:	12-Storeys
Total Units:	437 Residential Units
Architect:	gh3* Architects
Interior Designer:	Esqape Design
Landscape Architect:	gh3* Architects

Building Amenities:

Lobby & 24-hr Concierge, Fitness & Yoga Studio, Pet Wash, Co-Work Lounge, Multi-Purpose Room, Private Lounge, Indoor Kid's Playroom, Fireside Lounge, Party Room 1 with Coffee Bar, Party Room 2, Outdoor Pet Relief, Outdoor Children's Play Area, Outdoor Calisthenics Courtyard, Outdoor lounges and barbecue zones, Community Park.



Outdoor Calisthenics Courtyard

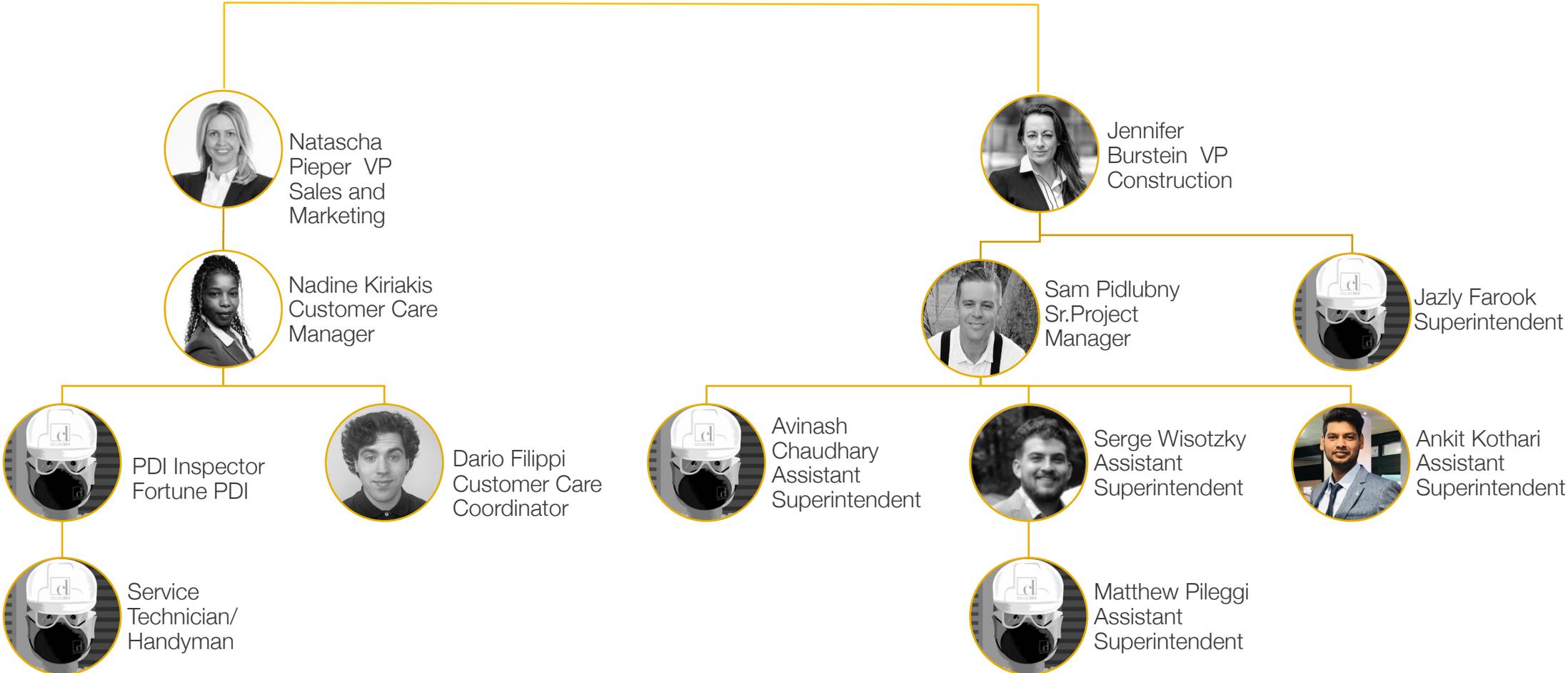
CONSTRUCTION UPDATE

- Envelope panels and glazing are 80% complete, less hoist suites.
- The final crane has been removed.
- Permanent power gas, water, and sanitary connections are complete.
- Sustainable green roof areas – designed to help reduce the heat island effect and manage on-site storm water retention are currently being installed.
- Landscaping is well underway at all community courtyards.
- Interior building finishes are progressing rapidly.
- Amenity spaces are currently being framed and roughed-in.
- Mechanical and electrical penthouse system installation is in progress and ongoing.
- P1 and P2 level finishes are nearing completion.
- Construction of the new intersection is complete and operational.



Picture Taken: February 2024

NØRDIC CONDOS TEAM



Please contact our Customer Care Team for all inquiries

HOMEOWNER JOURNEY



SALES

DÉCOR STUDIO

CONSTRUCTION

HOMEOWNER INFORMATION PACKAGE

PRE-DELIVERY INSPECTION

INTERIM OCCUPANCY

CONDO REGISTRATION

October 2019

May 2021

November 2022

February 6, 2024

APS/CONDO DOCS

MATERIAL & FINISH SELECTIONS

ROOF TOPPING

OCCUPANCY UPDATES

FIRST OPPORTUNITY TO VIEW YOUR SUITE

RECEIVE KEYS

BOOK ELEVATOR FOR MOVE-IN

SUBMIT 30-DAY WARRANTY FORM

SERVICE WORK

SUBMIT 1-YEAR WARRANTY FORM

SUBMIT 2-YEAR WARRANTY FORM

CONDOMINIUM TURNOVER

COLLECDEV-MARKEE
CUSTOMER CARE

WILSON HEIGHTS AMENITIES

TRANSPORTATION

- Wilson Subway Station
- HWY 401
- GO Transit at Yorkdale Terminal

EDUCATION

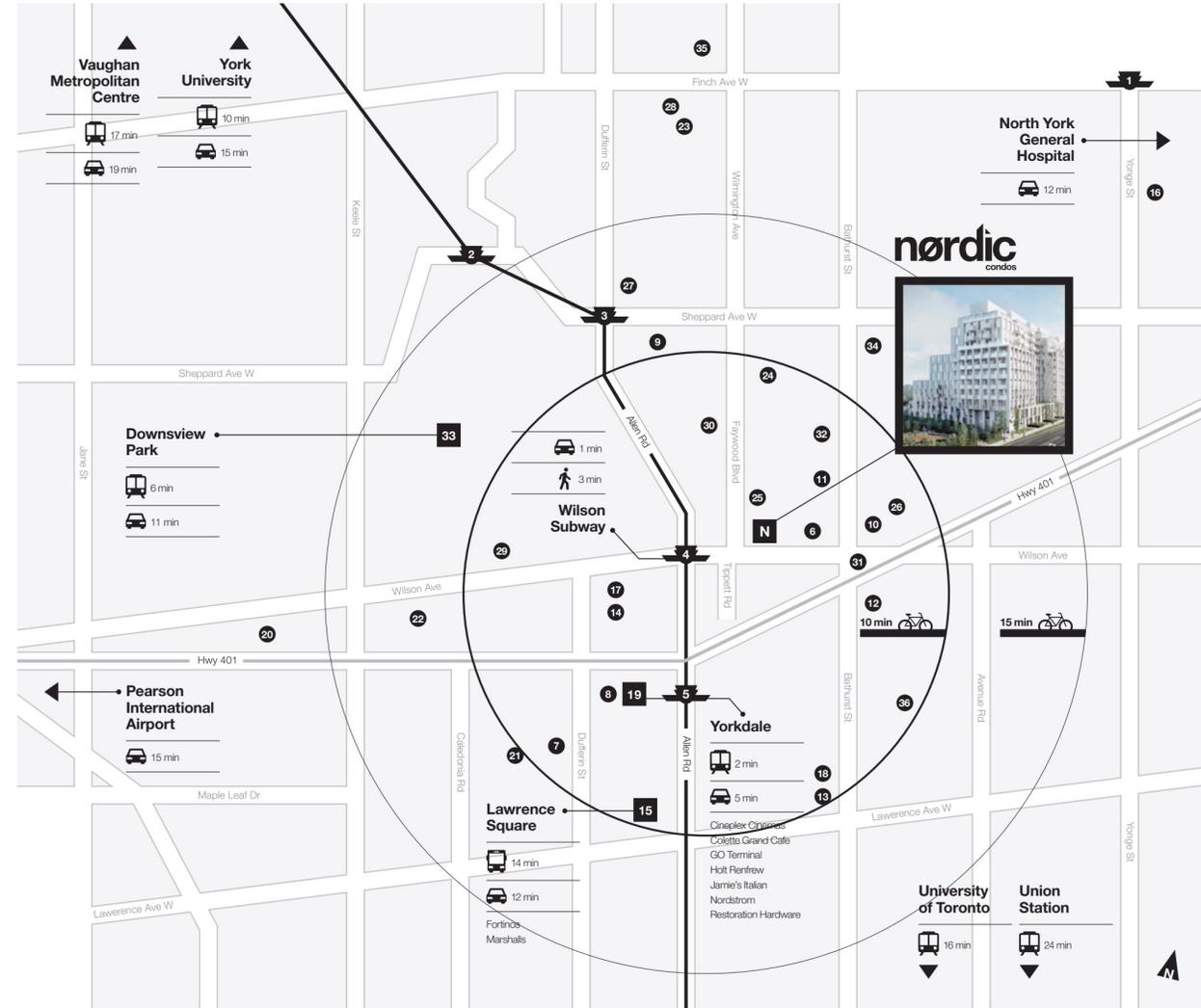
- York University
- Charles H Best Middle School
- Dublin Heights Elementary and Middle School
- Summit Heights Public School

SHOPPING

- Costco
- Loblaws
- Yorkdale Shopping Centre
- LCBO

DINING

- Starbucks
- Bagel World
- Cheescake Factory
- PAESE Ristorante





CUSTOMER CARE

WHAT IS A PRE-DELIVERY INSPECTION (PDI)

WHAT IS A PDI?

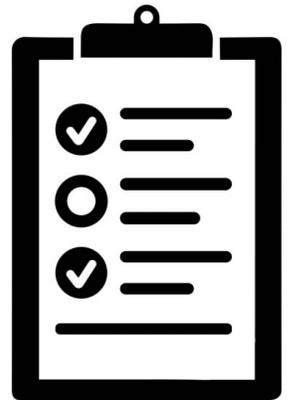
- 1st chance to see your suite with selected finishes and materials.
- An orientation on the operation and maintenance of your suite equipment.
- An opportunity to record any missing, damaged or incomplete work.
- A review of any upgrades to ensure they have been provided.

WHAT SHOULD I BRING TO THE PDI?

- A copy of your APS and Décor Agreement Sheet is helpful but not necessary.
- Since the site is actively under construction, please be sure to wear appropriate attire, especially footwear.
- As a safety precaution, please do not wear open toed shoes, heels or sandals, as you may be denied access to the site.

HOW TO PREPARE FOR MY PDI?

- PDI's will be conducted in person and onsite with only one (1) purchaser named on the APS Agreement.
- If you're unable to attend the PDI, you can assign a Designate by submitting a Designate Form in advance of your appointment.
- No minors or pets are allowed on site for their safety.
- PDI appointments will be scheduled by Fortune 1-2 weeks prior to your occupancy date.
- The PDI is not the time to measure for furniture or blinds.



PRE-DELIVERY INSPECTION (PDI) APPOINTMENTS

Fortune PDI's will be undertaking and scheduling all Nørdic PDI appointments. Fortune PDI look forward to meeting you on site.

Nørdic Condos is currently under construction. We have dedicated wayfinding signage to help navigate you to our Customer Care Office located on the third floor, suite 315.

On the day of your PDI, you are required to complete and sign the Certificate of Completion and Possession (CCP). Submit the completed CCP to Tarion within 15 days of the date of possession.

For assistance contact our Customer Care Team
416.640.6000 ext.1
customer@collecdev.com.



Wayfinding Signage

PDI APPOINTMENTS – ACCESS TO PARKING GARAGE



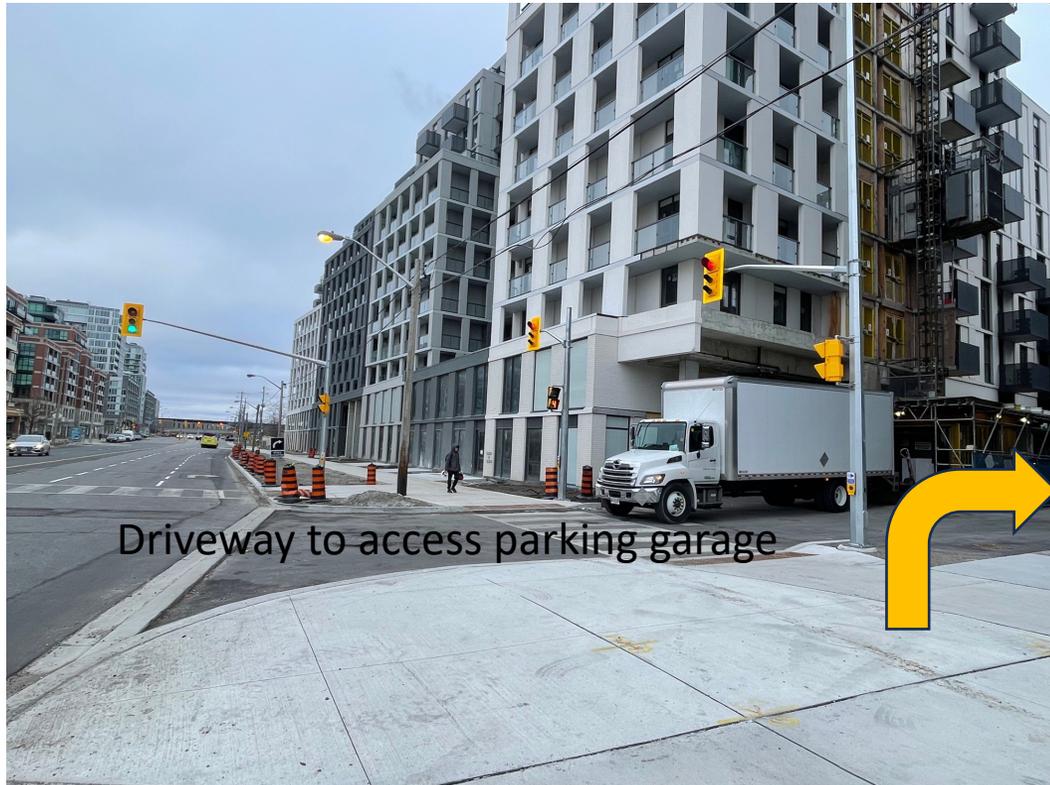
When Traveling West on Wilson Ave. turn right at the intersection – see image above.



When Traveling East on Wilson Ave. turn Left at the intersection – see image above.

The Collecdev Construction team will be present signaling Traffic and Wayfinding Signage to direct you.

PDI APPOINTMENTS – ACCESS TO PARKING GARAGE



Once you turn onto the driveway there will be a parking garage on your right – the doors will automatically open – please follow the wayfinding signage to help you navigate. There is dedicated parking for Customer Care Appointments. Park only in the spots that read “Customer Care Parking”

WHAT IS INTERIM OCCUPANCY?

- Interim Occupancy is not the same as final closing.
- This is the period when residents take occupancy before the Condominium is registered.
- At this stage, the building is still owned by the builder (the Declarant) and residents are the occupants until the building reaches Final Registration.
- The Occupancy date triggers the 30-day TARION Warranty as well as the 1-year, 2-year and 7-year warranty.
- If you wish to lease your suite during Interim Occupancy, please review the Agreement of Purchase and Sale Schedule “R”, regarding the terms governing doing so. The rental agreement form must be submitted to Property Management.
- Interim Occupancy Fees are payable from the date of your Occupancy Closing. Fees are still payable whether or not you occupy your suite.



HOW TO PREPARE FOR INTERIM CLOSING?

PRIOR TO YOUR OCCUPANCY DATE:

- The Customer Care Team will contact you to provide your current legal solicitor information to Dentons Canada LLP.
- Prepare occupancy fee cheques made payable to Collecdev (500 Wilson) Inc. care of 500 Wilson LP.
- Insurance Certificate as well Utility Enrollment Forms must be completed prior to Interim Occupancy.
- Bring a copy of your APS, Amendments, and Décor Upgrade Sales Agreement to your Interim Occupancy appointment.
- If any further Amendments to the APS are required (e.g., adding names on Title) contact your solicitor prior to Interim Occupancy.
- Assignments are permitted, please see Schedule “Z” for terms and conditions.

WHAT ARE THE GUIDELINES FOR RENTALS?

Please refer to **Schedule “R” of the APS Agreement**, Special Rental Provisions.

Schedule “R” shall only be applicable to the original purchaser and not the Assignee unless granted by Vendor. The Purchaser will require written approval from the Vendor (Collecdev) provided the following conditions have been met;

- All deposits must be received to date and the Purchaser must remain in good standing with the Vendor.
- The Purchaser has delivered to the Property Management a completed Tenant Information Form in accordance with Schedule “1”.
- The purchaser must provide an executed copy of the lease agreement to Property Management.
- The unit cannot be listed on MLS or any other web/internet-based advertising system or service.
- On the occupancy date the Purchaser will provide a certified deposit equivalent to two months occupancy fee to the Vendor. This deposit will be shown as a credit to the Purchaser on the Final Statement of Adjustments for the Closing Date.
- Prior to possession the tenant will provide a copy of insurance policy.

WHAT ARE THE GUIDELINES FOR RENTALS CONT'D?

- The Purchaser will not qualify for the HST rebate.
- The Purchaser further agrees to provide the tenant with a copy of the proposed Declaration, proposed By-laws and proposed Rules of the Condominium.
- If the tenant fails to follow the Condo rules, the Purchaser shall indemnify the Vendor of any costs of the unit and any losses that the Vendor may suffer.
- During tenant occupancy the tenant may not sublet to another tenant as well the Purchaser shall have no right of use to any part of the common elements.
- The Vendor can terminate the Lease at anytime.



FOR RENTAL INQUIRIES CONTACT:

Portfolio Properties

Kanan Easwaran Property Manager | Leasing Specialist | Sales Representative

647.371.1788 or leasing@portfolioproperties.ca

HOW DO I COLLECT MY KEYS?

- Key packages will only be released once the Collecdev-Markee Customer Care Team has received notice from Dentons Canada LLP that interim closing has been successfully completed.
- Our Customer Care team will contact you directly to schedule your appointment.
- You must have a Scheduled Appointment to collect your keys.
- Keys can be retrieved from the Customer Care Office located on the third floor, suite 315.
- Key collection is during office hours only - 8:30 a.m.- 4:30 p.m.
- Complete and sign the key release form at time of key pick up and submit to the Customer Care Team.
- The owner of the suite or their approved designate must provide photo identification when picking up the suite keys.



WHEN DO I COLLECT MY HOMEOWNER GIFT?

- Collect your homeowner gift at the Customer Care Office located on the third floor, suite 315 during the time of key release.
- You must sign and submit the gift release form to the Customer Care Team.
- Homeowners will be receiving a HOTO Hand Tool Set see picture for reference.
- Limit one gift per household.
- By signing the gift release form, you acknowledge receipt of your gift and agree to the terms.



HOTO Hand Tool Set

SETTING UP UTILITIES & MAIL DELIVERY

ELECTRICITY, WATER, HEATING, AND COOLING

- PowerStream is the sub-metering company who will meter the consumption of electricity, hot and cold water as well as heating and cooling in each unit.
- The monthly common expenses that owners pay each month do not include the cost of in-suite consumption of electricity, water or heating and cooling.
- *PowerStream enrollment – you must enroll prior to your occupancy date.
- Please visit www.powerstreamenergy.com and click on “Enroll Today” at the bottom of the page to download your enrollment form.
- Enrollment is typically done with your lawyer prior to your occupancy date. However, it is the Homeowners responsibility to ensure the utility account has been set-up.

MAIL

Please ensure Canada Post has your new address:

Suite# - 500 Wilson Ave.
North York, Ontario M3H 0E5

- Ensure the forwarding address has the correct suite number.
- Return the waiver form for parcel acceptance at the front desk with Property Management.

HOW DO I SETUP TELEPHONE, CABLE & INTERNET?

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.



To begin the process of activating your service, please contact Rogers Communications Customer Care Team at [1-855-759-5856](tel:1-855-759-5856).



For the benefit of our residents, Rogers Communications will be providing exclusive offers and pricing on Ignite TV or Home Phone services.



Ignite Bundle

Exclusive Resident offer



Enjoy fast and reliable fibre-powered internet compliments of Rogers

CollecDev and Rogers have partnered to provide you with **Ignite Internet™**, included in your maintenance fees.

For the duration of bulk agreement. The then-current market price will apply thereafter.



Ignite Internet™

Backed by our Ignite WiFi Satisfaction Guarantee, only with Rogers.

Enjoy download speeds up to 1 Gbps with unlimited usage¹

Download photos and songs in seconds² Download movies in less than a minute³

Plus, add Ignite TV™ and get 25% off /mo⁴ on select packages⁵



Ignite TV™

Enjoy all your favourite content, movies and shows in one place! **Ignite TV™** seamlessly integrates live TV, streaming subscriptions⁶, music and more. Plus, find what you want to watch faster with our award-winning Voice Remote.⁷ Includes free installation.

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

[Ask about home phone offers](#)

To activate your service, contact our dedicated customer care team

1-855-759-5856

NOTE: The primary account holder must call in to activate an account and/or authorize any account changes.

- 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

WHAT IS TARION?



Tarion is a not-for-profit consumer protection organization established by the Ontario government to administer the province's new home warranty program. For over 40 years, Tarion has provided new home warranty protection and serves new home buyers and new homeowners by ensuring that one of their life's biggest investments is protected.

PERFORMANCE AUDIT:

- In addition to the warranty provided for each residential unit, the Condominium Corporation has specific 1-year, 2-year and 7-year warranty coverage from Tarion.
- Following Condominium Registration, a Performance Audit will be conducted by an independent engineer and submitted in accordance with the prescribed timelines.
- The auditor will provide a questionnaire for you to identify and report areas of concerns within the common elements.
- Suite specific concerns to be addressed via Tarion's statutory warranty submission process.
- The Performance Audit will be submitted to Tarion as a claim for warranty purposes.

For more information, please visit: www.tarion.com

WHAT IS TARION WARRANTY COVERAGE?

Warranty coverage includes financial protection before you move in and construction defect protection after you move in. The coverage begins when you sign the purchase agreement and remains in effect even if the home is sold. Each warranty comes with certain limits and obligations on you as a homeowner, so it's important to understand what is covered and how to make a claim.

For more information, please visit: www.tarion.com



WHAT IS COVERED UNDER EACH WARRANTY?

ONE-YEAR WARRANTY

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

TWO-YEAR WARRANTY

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

For more information, please visit: www.tarion.com

WHAT IS COVERED UNDER EACH WARRANTY?

SEVEN-YEAR MAJOR STRUCTURAL 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.

- (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.

For more information, please visit: www.tarion.com

WHAT IS NOT COVERED IN THE WARRANTY?

NORMAL WEAR AND TEAR

- Shrinkage of materials that dry out after construction such as minor concrete cracking.
- Scuffs and scratches to floor or wall surfaces caused by moving, decorating or day to day use by the homeowner.
- Damage Caused by Improper Maintenance.
- Dampness or condensation caused by failure to maintain proper ventilation.
- Damage Caused by a Third Party.
- Damage caused by municipal services or utilities.
- Damage caused by natural events (tornadoes, earthquakes, and extreme winds).
Does NOT include ice, snow, heavy rains or high winds.
- Any cosmetic damage caused after the Occupancy date.

For more information, please visit: www.tarion.com

WARRANTY FORMS AND WHEN YOU CAN SUBMIT THEM?

The Warranty claims process begins when you submit a warranty form.

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 that were identified during your PDI.
- Only one 30-Day Form will be accepted.

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.
- Only one Year-End Form will be accepted.

The easiest way to manage your claim forms is through the [MyHome online portal](#).

For more information, please visit: www.tarion.com

SECOND-YEAR FORM

- You can submit a Second-Year Form at any time during the second-year possession.
- Use this form to list items that are covered under the two-year warranty.
- You can submit as many forms as necessary.

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 list items that are covered under the seven-year major structural defect warranty.
- More than one Major Structural Defect form may be submitted.

BUILDER REPAIR PERIOD

- When the homeowner submits a warranty form to Tarion, it triggers a 120-day initial builder repair period during which the builder should repair/resolve items on your form that are covered by the warranty.
- The 120-day builder repair period does not apply to Major Structural Defect claims.
- As a homeowner, it is required you provide the builder reasonable access to your suite during regular business hours for repairs (typically between 9:00 a.m.-4:00 p.m., Monday through Friday). The access should be arranged at least 24 hours in advance at a time mutually convenient to the homeowner and the builder, to complete the repairs.
- The team at Collecdev-Markee aims to complete the repairs prior to the 120-day repair period, we heavily rely on our trade partners to make this happen.



WHAT IS MYHOME?

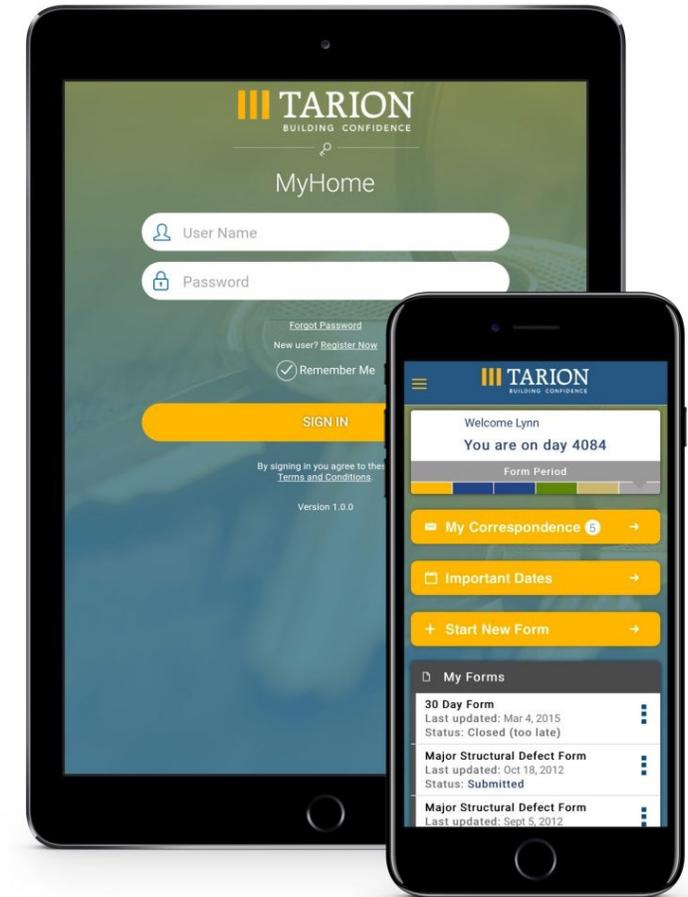
MyHome is Tarion's online service for homeowners. It is an easier way to manage your new home warranty. Homeowners will need to register in order to use the MyHome service.

- **Stay Organized:** sends you email alerts for important deadlines.
- **Claims Made Easy:** get tips and up-to-date information.
- **Manage Inspections:** schedule, re-schedule or cancel any upcoming inspections for your new home.

AS A HOMEOWNER YOU CAN:

- Receive e-mail alerts for important dates and warranty timelines;
- Fill out, save, and submit your warranty claim forms;
- Upload supporting documents such as photos and agreements;
- Schedule a conciliation inspection when you need Tarion's help; and,
- Receive official correspondence from Tarion electronically.

To register/login for MyHome, please visit: myhome.tarion.com/login





PROPERTY MANAGEMENT

PROPERTY MANAGEMENT



- Nørdic Condos will be managed by Melbourne Property Management.
- Melbourne Property Management team's established reputation and knowledge of the condominium industry provides you with the integrity, reliability, and security that your community deserves.
- Melbourne will manage the day-to-day operations from the property line right up to your front door.
- Representatives from the company will be available to answer any homeowner questions or concerns.
- The Property Management office will be conveniently located on the ground floor next to the concierge desk and mail room.
- Property Management can also provide guidance when working with the Board of Directors.
- The Property Manager assigned to this community is Shanta Ram Sapkota.



Shanta Ram Sapkota, Property Manager
Shanta.Sapkota@Melbournepm.ca
416-546-2126 x174

WHO IS THE DECLARANT?

- The Declarant is the owner of the land. Once registration occurs, title to each suite will be conveyed from the Declarant to each homeowner.
- The Declarant has a right of “entry” into suites to address any emergencies.
- The declarant has a right to charge interim occupancy fees from the date of interim occupancy closing.
- The Declarant is obliged to repair, maintain and provide services in the common elements of the Condominium prior to turnover.

WHAT ARE THE INTERIM OCCUPANCY FEES?

The interim occupancy period comes to an end once the builder has completed the condominium building and the condominium corporation is registered with the land registry office. It is at this time your builder will set your final closing date-the date you take full ownership.

- Monthly Charge for utilities, day to day maintenance, management, admin & insurance of the common areas.
- The monthly fee varies according to the size of your suite.
- The “Schedule D” lists the calculated percentage for your suite, which you can find in your Condo Documents. You will receive an updated Statement of Adjustments; this will inform you of the 3 items that make up their interim occupancy fee.
 1. Estimated Property Taxes.
 2. Interest on the unpaid balance of the purchase price of your condominium unit, based on current posted rates.
 3. Monthly Maintenance Fees (common expenses to keep the building operating).

Toronto property tax mill rate: <https://www.toronto.ca/services-payments/property-taxes-utilities/property-tax/property-tax-rates-and-fees>

WHAT ARE MY INTERIM OCCUPANCY FEES?

In accordance with the Condominium Act, an occupancy fee is permitted to be charged. The fee must be in accordance with section 80, sub-section (4) which consists of three components:

Where applicable, interest calculated on a monthly basis on the unpaid balance of the purchase price at the prescribed rate. The current fixed rate as of January 31, 2024, is approximately 7.84%*. The prescribed rate of interest payable on the unpaid balance of the purchase price is determined in accordance with section 19 (1) of the Ontario Regulations 48/01* which states that;

- The prescribed rate of interest for the purpose of paragraph 1 of subsection 80 (4) of the Act shall be the rate of interest that the Bank of Canada has most recently reported as the chartered bank administered interest rate for the conventional one-year mortgage as of the first of the month in which the purchaser assumes interim occupancy of the proposed unit or is required to do so under the agreement of purchase and sale.
- An amount reasonably estimated on a monthly basis for municipal taxes attributable to the unit.
- The projected monthly common expense contribution for the unit, as per the First Year Budget Statement.

Cheques are collected by the lawyer, but made payable to Collecdev (500 Wilson) Inc. care of 500 Wilson LP.

Bank of Canada 1 yr rate: <https://www.bankofcanada.ca/rates/banking-and-financial-statistics/posted-interest-rates-offered-by-chartered-banks/>

EXAMPLE OF AN INTERIM OCCUPANCY FEE

PURCHASE PRICE	\$550,000
TOTAL DEPOSIT WITH VENDORS LAWYER (20%)	\$110,000
IN TRUST, BALANCE AT OCCUPANCY	\$440,000
x 7.84% (1-YEAR CONVENTIONAL MORTGAGE RATE)	
TOTAL:	\$34,496/yr = \$2,874.67/mth

INTERIM FEES*	
INTEREST ON OUTSTANDING BALANCE	\$2,874.67
ESTIMATED MONTHLY REALTY TAXES (Based on \$550,000 taxed at 0.666274% = \$3,665/yr)	\$305
CONDOMINIUM FEES	\$410.34
PARKING FEE	\$69.28
LOCKER FEE	\$23.05
TOTAL:	\$3,682.34/mth

*Subject to change without notice in accordance with budget.

WHAT TO EXPECT ON MOVE-IN DAY?

WHAT'S THE DIFFERENCE BETWEEN MY OCCUPANCY DATE AND MY MOVE-IN DATE?

Your occupancy date marks the day that you receive your keys, and the day your Tarion warranty period begins. Your move-in date is the day you physically move into your new home.

Please remember that, during interim occupancy, some parts of the building may still be under construction, that means;

- Paint, wallpaper and carpets in common areas may not yet be completed as a way of protecting the building elements until the bulk of move-ins have taken place.
- There may be protective coverings in the elevator cabs and ongoing construction of the exterior or of the amenity spaces.
- Amenity spaces that are undergoing construction will not be useable until final completion.
- There will be construction noise.

Rest assured, residents, workers and trade partners all have the same goal - to ensure a quick and successful completion of the building, so please be patient and if you have any questions, contact a member of our [Customer Care Team](#), we're always here to help.

HOW DO I RESERVE MY ELEVATOR?

Please contact Property Management to reserve the elevator, call Shanta directly at 416.546.2126 x174 and he will help you gather all the necessary forms and information.

YOU WILL NEED:

1. A \$500 security deposit cheque made payable to Collecdev (500 Wilson) Inc. care of 500 Wilson LP.
2. A completed Resident Information Form.
3. Proof of insurance.
4. A copy of your completed PowerStream utility enrollment form.
5. If your unit is leased, you'll also need a copy of the lease.

Elevator bookings should be made once your PDI has been completed.

Your elevator booking and move in date shall be no earlier than one day after your interim occupancy date to avoid unnecessary delays.

Please remember that an elevator booking is necessary any time you have a large delivery that will require the use of the loading bay and the elevators.

HOW DO I USE THE SECURITY SYSTEMS?

- Security is everyone's responsibility.
- To ensure the safety of our residents, cameras are located throughout the building in the underground levels, parking levels, building entrances, within elevators and various other locations throughout the building.
- Homeowner's may purchase additional key fobs from Property Management, subject to availability and Declarant approval.
- Residents are required to use their key fobs every time they wish to access the building.

HOW TO DISPOSE OF RECYCLING AND GARBAGE?

- There is a garbage chute located on every level near the elevators.
- Only securely tied, bagged garbage and recycling items should be placed in the chute.
- Large items that do not fit in the chute must be brought down to the garbage compactor located on P1.
- Furniture and non-recycling items must be taken directly to a City Waste Transfer Station by the suite resident. Please contact Property Management for more information.
- Please refrain from leaving any items on the floor of the waste and disposal room.
- All large boxes must be broken down and taken directly to the garbage / recycling room.
- The garbage chute is only used between the hours of 8:00 a.m. and 10:00 p.m.
(To avoid disruption to your neighbours).



HOW DO I ACCESS MY PARKING SPACE?

- Access to the parking garage is located on Wilson Avenue. Please reference PDI Appointments Access to Parking garage slide.
- Resident parking is located on P1 and P2.
- **License Plate Recognition** - using advanced artificial intelligence, the system's specialized cameras scans a car's license plate. If the plate is approved in the system (**License plate has been registered with Property Management**) the garage door will open.
- Upon key release, the location of your parking space and locker will be provided to you.

If you are interested in purchasing a parking space or a locker, please contact the

[Customer Care Team](#)

416.640.6000 ext.1

customercare@collecdev.com



HOW DO I ACCESS MY STORAGE LOCKER?

- Storage lockers are assigned to each resident who have purchased a storage locker.
- For your security, please bring your own padlock to ensure your contents are secure.
- Homeowners are responsible for any lost, stolen or damage items placed within the storage locker. Please ensure that your insurance covers any such items.
- Use only the locker that will be assigned to you.
- Residents will be shown their designated locker at the time of key pick up.
- No items are to be stored outside or on top of the lockers.
- Hazardous or flammable materials are not to be stored in the lockers.

WHERE DO I STORE MY BICYCLE?

- There are dedicated bicycle racks on P1.
- To secure your bike, you will be required to provide your own bike lock.



West View

VISITORS

- To ensure expedient arrival of guests, residents will need to register a local phone number with Property Management to enable use of the enter-phone-system. Once the number is set up, residents can grant access to visitors through their phone.
- There are 44 visitor parking spaces and 1 designated EV charging station located on P1.



North Aerial

CONDOMINIUM RULES

Everyone deserves the enjoyment of their home. Remember, You are living in close proximity with your neighbours, and they require consideration and sensitivity.

- Please take time to read the Condominium Rules to understand what to do and not to do while living in a Condominium.
- Property Management is always happy to help assist with any questions you may have or refer to the Homeowner Manual which will be provided to you on key release.

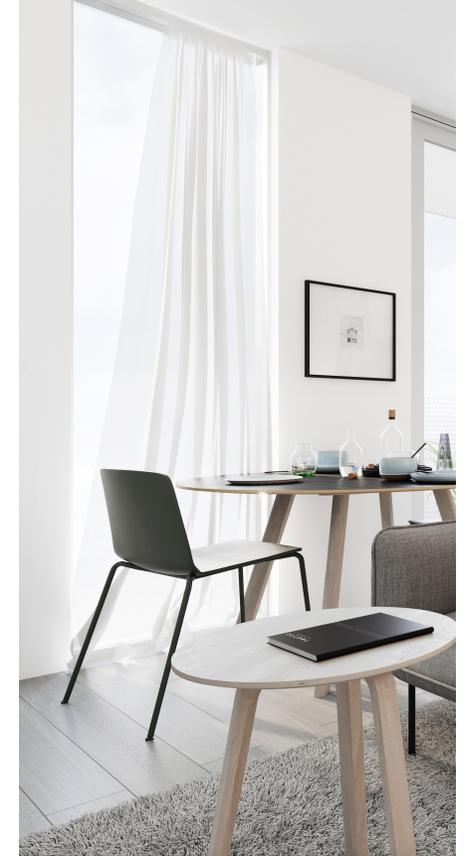


PET FRIENDLY BUILDING

- Collecdev-Markee appreciates all of our residents, and we have not forgotten about our furry friends.
- Pets must be on a leash at all times when in common areas of the building.
- Pet relief areas are conveniently located in the outdoor landscaping area.
- Pet wash stations are located on the ground floor to keep paws and hallways clean.
- Pet owners are responsible to clean up after their pet(s).

RULES FOR WINDOWS, WALLS, AND DOORS

- To maintain the design aesthetic of our building, we ask that residents do not install signs, flags or any items that are affixed, painted or inscribed on the exterior of unit doors or windows.
- Please do not affix anything to a suite door e.g. door knockers, signs and seasonal decorations. The suite doorways are part of the common elements of the Condominium Corporation.
- Window coverings must be white or off-white in colour facing the exterior.
- All changes to window coverings or suite entry doors need to be approved by the Declarant or Board of Directors. If you are unsure, please ask Property Management.
- Please speak with Property Management if you have concerns about your unit door lock. The Disclosure does not permit changing the suite entry door locks without the permission of the Declarant/Board of Directors as these are part of the Common Elements.
- Please refer your Condominium Documents for further information surrounding the rules of the building.



Interior Suite

HOW DO I ARRANGE MY INSURANCE?

- Every homeowner is responsible for obtaining insurance from the date of occupancy.
- Proof of insurance is a legal requirement and is required for interim occupancy closing.
- Failure to provide insurance certificate will delay occupancy and delayed occupancy fees may be charged.

COVERAGE SHOULD INCLUDE;

- Building Insurance Deductible.
- Displacement Insurance.
- Personal Property –all contents including what is stored in your locker.
- Betterments and Improvements.
- Liability for a minimum of \$2,000,000.

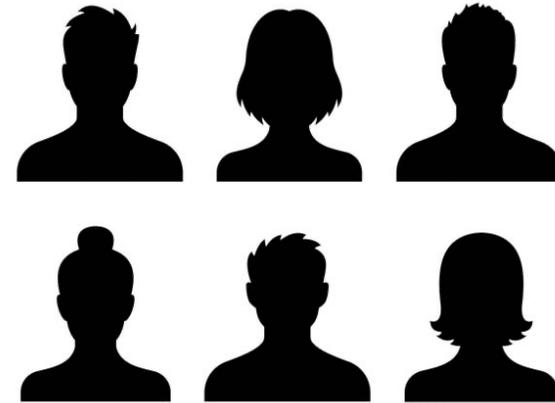
Please feel free to reach out to Property Management if you require assistance in obtaining insurance.

WHAT IS CONDOMINIUM REGISTRATION?

- Registration is when the building becomes a Condominium.
- Registration is typically a 6–12-month period from time of occupancy.
- The Declarant shall notify purchasers within 30 days of registration.
- Final Closing –your solicitor will be notified of the closing date by the developer’s solicitor (Dentons Canada LLP.)
- Ensure the builder’s solicitor has your solicitor’s current contact information.
- In the event your contact information has changed since you purchased your suite, please notify our Customer Care Team at customercare@collecdev.com | 416.640.6000x1.

WHAT IS TURNOVER & BOARD OF DIRECTORS?

- A Turnover Meeting is generally held a few months after registration and after a majority of final closings have been completed.
- The Declarant will “turn-over” the Condominium Corporation to the owners and at this meeting, owners will elect a Board of Directors.



ROLE OF THE BOARD OF DIRECTORS

- The Board of Directors is comprised of Homeowners.
- The Condo Board can create new by-laws stipulating future requirements.
- The Condo Board manages affairs and finances on behalf of the Condominium Corporation.

THE CONDO BOARD IS ALSO RESPONSIBLE FOR:

- Working with the Property Manager who is knowledgeable on the Condo Act & building functions.
- Appointing professionals (such as engineers & consultants).
- Performance Audit and Reserve Fund Study.
- Creating committees which address specific aspects of Condominium Living (social/green/audit committees).
- Implementing/Passing new by-laws.

HOW TO BECOME A BOARD MEMBER

BOARD MEMBER AND DIRECTOR QUALIFICATIONS – SECTION 29:

- Must be at least 18 years of age.
- Cannot have the status of bankrupt.
- Must be capable of managing property as per the Substitute Decisions Act 1992 or the Mental Health Act Governed by the Condominium Act, 1998.
- Candidates must disclose the following:
 - If they are a unit owner and, if so, are they more than 60 days in arrears of common expense payments.
 - If they are not an owner.
 - If they occupy their unit.
 - If they or a “related person” is a party to any legal action to which the corporation is also a party? If so, the candidate must provide a brief general description of the action (related person includes a spouse, child, parent, or child or parent of the candidate’s spouse).
 - If they been convicted of an offence under the Condominium Act or it’s regulations within the preceding 10 years. If they have, they must provide a general description of the offence.
- Anything else a condominium corporation’s by-laws require.
- There is no requirement in the Act that a member of the Board be a unit owner, although such a requirement is often contained in the by-laws of the condominium corporation.
- The condominium corporation by-laws may also specify other requirements pertaining to the Board of directors, including items dealing with the election process, as well as the removal of a person from the Board. For example, many by-laws state that if a lien is placed on a director’s unit for non-payment of common expenses, and the lien is not discharged within 90 days of its registration, then the person is no longer considered a director.





CONTACT INFORMATION

WHO TO CONTACT WITH QUESTIONS

- For questions regarding your suite including occupancy and closing information, please contact the **Customer Care Team**.
- For move-in related questions, booking of the elevator, key collection etc. please contact Melbourne **Property Management Team**.
- For information surrounding your appliances, please visit theappliancepros.ca to schedule a service, a process that requires approximately 2 minutes to complete. Following this, a technician should be dispatched within 2-3 days.



CUSTOMER CARE TEAM

500 Wilson Ave, Suite 315, North York M3H 0E5
416.640.6000 ext.1 | customercare@collecdev.com

IN-SUITE APPLIANCE WARRANTY

Visit theappliancepros.ca to book service or
Call 1-800-807-6777.

PROPERTY MANAGEMENT

Shanta Ram Sapkota, Property Manager
500 Wilson Ave, North York M3H 0E5
416-546-2126 x174 | Shanta.Sapkota@Melbournepm.ca

COLLECDEV-MARKEE HEAD OFFICE

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



THANK YOU