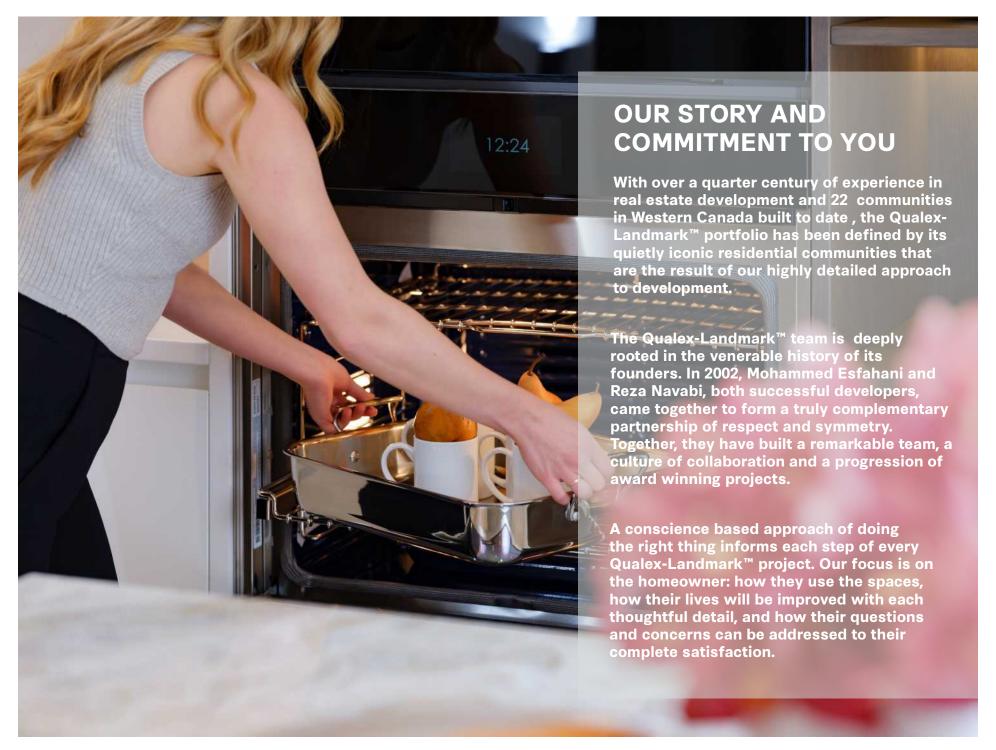


# Your Homeowner Guide, Editorialized

Our Homeowner Care Team is here for you from start to finish providing you with the ultimate level of comfort when it comes to taking over your home. We believe that your experience should be beautiful and seamless from start to finish including your Homeowner Care Guide.



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#### A PLACE TO CALL HOME

Congratulations and thank you for entrusting us to build your new home. Qualex-Landmark™ has taken great pride and care in crafting Green on Queensbury.

QUESTIONS ABOUT HOMEOWNER CARE?

Don't worry, we're here for you.

604 683 5152 ext. 107 EMAIL | green@qualex.ca

**PURPOSE** 

Our Homeowner Care Team is here to help ease the transition into your new home and attend to any questions you may have regarding all defect/warranty repairs within recognized warranty tolerances as set out in this manual.

#### HOME KNOWLEDGE

We think it's important for you to get to know your home so you can take care of it for future years to come. Since we don't expect everyone to be an expert, we're here to help guide you through the essentials you'll need to know.

#### **BUILDING INFORMATION**

Enjoying the amenities and common area spaces is one of the perks you get to experience as a homeowner at Green on Queensbury. We'll outline some key things to keep in mind when working with strata to ensure longevity of the spaces.

#### PEACE OF MIND

We take great care when it comes to building your home. To give you an additional layer of comfort, we've outlined all the warranty timelines for your home in this manual.



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A look ahead of what to expect.

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**FAQ** 

I see an issue in the Common Area, who do I notify?

Any issues with the Common Area of the building needs to be reported to the Property Manager (Associa Inc: Elizabeth Westerveld TJ 604 595 8384). How long will it take to get an appointment after I submit a service request?

Please allow 2 weeks for non-emergency service. However, we will typically contact you within 3-5 business days.

**FAQ & UPDATES? WE'RE ONLINE!** 

Additional and regularly updated information can be found online at



### **DESIGN**

GBL Architects Inc. has extensive experience in the provision of leading edge residential and mixed use buildings as well as complex master planning and infrastructure development. GBL is a comprehensive, energetic and diverse firm of architects providing a full range of architectural services to the private and public sectors.

PFS Studio is a leading planning, urban design, and landscape architecture firm based in Vancouver with projects in the private and public sectors, throughout Canada, the United States, Europe, Southeast Asia and China. This award-winning team is known for its commitment to sustainability,

innovation, iconic public spaces, technical advancement and cost effective

design solutions.

# YOUR GREEN TEAM

It take a village and here

is ours from the design team to construction

and service.

**BUILD** 

EAM BOILI

# INTERIOR

Marcon Construction has 30 years of experience and a proven track record of success with more than 10,000 homes since 1985. As one of British Columbia's most respected builders, they exceed expectations through innovative design, high quality construction, thoughtful green initiatives, and an exceptional customer care. With uncompromising standards and attention to detail, Marcon delivers quality and value home buyers can count on.

Cristina Obertia Interior Design Inc. specializes in multi-unit residential developments and commercial designs. Whether the project is a modern high-rise, a corporate office, or a marketing centre, they offer leading industry experience, extensive knowledge and a systematic design process. Because each project has its own story, they create interiors that convey a unique, coherent yet stylish message.

#### **PROPERTY MANAGEMENT TEAM**

From Fiscal management to general day to day building operations, your property manager is there to manage Green on Queensbury and implement sound strategies so your building runs smoothly. A well maintained building will retain its integrity and value for decades. Under the direction of your elected Strata Council Board, your property manager will be Associa Inc.

#### PROPERTY MANAGMENT CONTACT (Associa Inc.)

**Associa Inc.**13468 77th Ave, Surrey BC V3W 6Y3
O| 604 591 6060 **24 HOUR EMERGENCY SERVICE**| 604 591 6060

CLIENT SERVICE | 604 591 6060 E | abc.service@associa.ca
Toll Free | 1-877-591-6060



#### **SMOKE & CARBON MONOXIDE (C02) DETECTORS**

Smoke detection equipment has been installed in your home to give you and your family early warning in the event of fire. Carbon monoxide is a colourless, odorless and tasteless gas that is slightly less dense than air and difficult to detect. It can cause health problems before you notice it is present and exposure can cause carbon monoxide poisoning which can lead to serious illness and can ultimately lead to death.

For improved reliability, the smoke and CO2 detection equipment in your home is typically powered by the electrical system with a battery backup system.

#### **Regular Care**

- Clean with a vacuum twice a year to keep free from dust buildup.
- Please note that these devices are connected directly to the electrical system of the home and sometimes do not require batteries. However, they will
  not operate in a power outage unless the unit has a backup battery.
- Your Property Management Company will coordinate annual testing of the system.

# EMERGENCY WARNING SYSTEMS

**Warranty: Two Year** covers manufacturer or installation defects. Wear and tear or damage is not considered a warrantable defect. Battery replacement is not covered under the warranty.

#### **IMPORTANT NOTICE**

Please be advised that concealed sprinkler heads and covers have been used in the residential building. These heads and covers **CANNOT** be painted, moved, touched, pulled on, painted above the plate, or cleaned with any type of solution as this will prevent the sprinkler head from activating in a manner which it is designed to operate in the event of a fire.

D&R Fire Protection (2014) Ltd. does not take any responsibility or liability if the sprinkler heads have been painted, cleaned, moved or tampered with in anyway as noted above.

Only a qualified sprinkler company and a trade person with a Trade qualification number can touch the sprinkler heads or plates.





#### FIRE ALARM SPEAKER & STROBE (BEDROOM AND CORRIDOR LOCATIONS)

For improved reliability, the smoke equipment in your home is powered by the fire alarm system power supply rather than battery. Strobe lights are installed in accessible floor plans.

#### **Regular Care**

- No maintenance required. Do not clean with a vacuum or open device.
- Please note that these devices are connected directly to the fire alarm system and will be powered by the emergency generator during power outages.
- Your Property Management Company will coordinate annual testing of the system and any required maintenance.



n case of a fire emergency, it's always important to remain calm, remember the following information and procedures and execute them as quickly as possible. The building's emergency system uses a centralized control panel to activate the emergency equipment, alarm bells and lighting.

#### **Prevention is key**

The best way to fight fires is to prevent them. Here are a few ways to help reduce the likelihood of a fire.

- Clean your dryer lint trap after each use.
- Only use bulb types applicable to the light fixture.
- Do not smoke any combustibles.
- Keep your stove, oven area and surrounding areas clean.
- Use only approved appliances. Look for a label by either the Canadian Standards Association (CSA) or the Underwriters Laboratories (UL or ULC).
- If an appliance has a worn or frayed cord, don't use it and have it repaired as soon as possible.
- Be sure not to exceed the wattage restrictions on lamps by installing a bulb with a higher wattage than recommended. Only use LED bulbs for all light fixtures.
- It's never advisable to store gas or oils indoors.
- When using your storage area, do not place items within 2 feet of any sprinkler heads.



### IN THE EVENT.

Fire emergencies

## 14 General Fire Safety Information You Should Know

- Refer to the fire plan located outside the elevators.
- Stay low to avoid smoke.
- Activate the alarm at the nearest pull station to warn others.
- Notify other residents on the troubled floor of the fire hazard.
- Do not use the elevator during a fire.
- Feel doors for heat before opening.
- Do not re-enter the building for any reason.
- Use the nearest phone at a safe location to call the Fire Department.
- Provide the Fire Department with all the information they need.
- Stay calm and state your name and phone number, give the address of the fire.
- Follow instructions given by the Fire Department representative.





# WATER EMERGENCIES

Your to-do list if a leak should occur

ith thousands of connect parts delivering pressurized water, incidents that involve water are not uncommon in the early stages of a building. If a water leak occurs, the first step of the Homeowner (strata lot) or Property Manager (common area) is to mitigate damage by turning off the water supply line and keep it turned off until the problem can be rectified. Know who to contact in the case of a major emergency or minor service below.

#### **MAJOR LEAK**

#### Step 1

Turn off the main water shut off valve as shown to you during your PDO.

#### Step 2

Contact the Property Manager (do not file a service request with the builder).

#### Step 3

Call to inform your insurance provider (if applicable).

The water supply to your home can be shut-off entirely at your main shut off valve in your suite. The location of this was pointed out during your orientation and is typically (but not always) located inisde your entry closet.

#### **MINOR LEAK OR DRIP**

#### Step 1

Turn off the water valve supply to the water fixture.

#### Step 2

If there is a drip, find a container that will fit under the drip.

#### Step 3

If the leak occurs during your warranty period, please contact our Homeowner Care Team.

Outside of your warranty period, please contact your Property Manager and/or plumber.





#### Immediate action you can take

The following measures should be taken to prevent or mitigate damage to your home.

### Before requesting for service regarding these items, please refer to the following.

As with any maintenance item, please do not attempt a procedure with which you are not comfortable doing so.

#### **NO HOT WATER**

A lack of hot water supply throughout the whole home may be attributed to a building wide problem and should be reported to the Property Manager. If the problem is limited to one fixture, it's likely a small adjustment or cartridge replacement will be required on the fixture.

#### Recommendation

- If building wide, call the Property Manager to advise of the issue.
- If it appears to be related to a single fixture, please file a service request if it's within the one year warranty, or contact a plumber if it's outside the warranty period.

#### Prevention

Take care not to force the faucet as it may damage the internal components.

#### **WATER LINE BURST**

A burst water line may be caused by a failed joint or frozen pipe.

#### Recommendation

- Each Strata Lot will have a separate shut off located in each unit. Turn off the supply water right away to prevent further damage.
- Immediately notify the Property Manager for further instruction(s).

#### **Prevention**

Use caution when installing fixtures that penetrate the drywall as water pipes may lie within the walls.

#### **MINOR LEAKS**

Small leaks from a drain line or faucet may be caused by a loose connection or physical damage.

#### Recommendation

Do not use fixture. If the leak is in a drain pipe, avoid using fixtures located above the leak. Put a container under the leak to collect water. If the leak persists, shut off water supply to the fixture and contact a plumber and or notify your Property Manager.

#### Prevention

Do not over tighten handles or put force on spouts. Take care to inspect faucets regularly including components below the counter to ensure proper function.

#### **PLUGGED LINE**

A blockage may be caused by inappropriate materials flushed down a sink or toilet.

#### Recommendation

Try to clear the clog with a plunger, snake, or drain cleaning solution. Secondly, call a plumber as blockages are not covered under warranty.

#### **Prevention**

- Do not flush foreign materials and do not pour grease down sinks.
- Flush drain lines often, especially where a garburator is installed.

#### **NO WATER SUPPLY IN HOME**

If there is no water coming from any taps or to any toilets when faucets are turned on there may be an issue with supply to the unit or the building.

#### Recommendation

Check to confirm that the main shut off in your home is open and all individual shut-offs for each fixture are open. If there is still no water, contact your Property Manager.

#### Prevention

Keep areas where shut offs are located such as under the sink accessible.



# TROUBLE

#### **WATER LEAKING THROUGH CEILINGS**

Water penetrating through the ceiling may be caused by a few scenarios. It may be caused by a plumbing line leak, an overflow of water from a neighbouring home or a roof leak.

	Definition	Example	Strata	Owner
Common Property (CP)	Any part of the land and building that are shared or common spaces; not part of or within a Strata lot.	Landscaping, Parkade, Hallways, Lobby, Exterior of Building, Plumbing, Electrical, HVAC Distribution System, & Mail Room		
Limited Common Property (LCP)	Common property that has been designated on the strata plan that is for the exclusive use of one or more strata	Balcony, Patio, Garage	•	
Strata Lot (SL)	The interior area of each separate home.	Interior Walls, Ceilings, Flooring, Windows, Interior doors, cabinets, light fixtures, and all othe interior finishing.	er	

#### **BROKEN WINDOW**

Damage to window is likely caused by impact. Settlement rarely causes a window to crack and it can be easily determined through investigation on how the crack occurred.

#### Recommendation

Contact your Property Manager as a window repair company will have to be called to repair/replace the affected area as it is not covered under warranty.

#### Prevention

- Use caution to prevent impacts to glass windows and doors to prevent breaks to glass.
- Do not put any film on the glass.



# **ELECTRICAL SYSTEMS**

The amount of electricity you use is monitored by a small meter mounted in a common area electrical room and it is monitored by the utility company to determine your electrical billing. The meter is the property of the utility company and requires no attention from the homeowner beyond taking usual precautions to avoid damage.

#### **SERVICE BREAKER PANEL**

From the electrical meter, service cables run to the service or breaker panel which is located within the suite. This panel contains all the circuit breakers for your home. Take the time to familiarize yourself with the location and basic operation of switching your breakers on and off. The circuit breaker is designed to trip and turn off the power to an overloaded circuit in order to protect your appliances, home and the people who live in it.

#### **OUTLETS**

A single circuit may serve several outlets. The location of electrical outlets in your home is determined by requirements of the Electrical Code.

#### **SWITCH PLUGS**

Electrical outlets are controlled by a switch located on the wall. The switch will control either the top or bottom receptacle outlet, the other outlet will be live all of the time. These are typical in the living room and bedrooms and are commonly used for lamps.



# **ELECTRICAL SYSTEMS**

#### **G.F.C.I. CIRCUITS**

A ground fault circuit interrupter (G.F.C.I.) is similar to a wall outlet but it is equipped with its own internal circuit breaker and is generally installed where electrical circuits may come into contact with water such as kitchens, bathrooms and laundry rooms. The G.F.C.I. is extremely sensitive and will trip if an inconsistency of the electrical current is detected. Ground faults usually occur in older appliances, electrical equipment without a ground prong, or inexpensive extension cords.

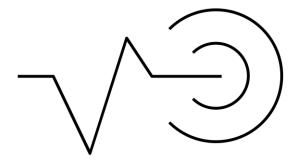
#### **Regular Care**

- Test G.F.C.I. outlets monthly to ensure proper operation. To test a GFCI, push the button labeled "test" and it will cause the circuit to shut off. Press the "reset" button on the GFCI to turn it back on. Keep in mind that the single GFCI will protect all outlets on that circuit. If this breaker trips, unplug the source of the interruption and reset the breaker either at the panel or at the outlet itself.
- An electrician should be called to check any circuits that repeatedly trip the breaker without explanation.

Warranty: One Year covers manufacturer or installation defects. Wear and tear or damage is not considered a warrantable defect.

Warranty: Two Year covers defects with installation of the electrical distribution system.





### **ELECTRICAL 101**

Everything you need to know from resetting breakers to short circuits.

#### **Breakers and circuits**

Your home has its own electrical service panel with separate circuits that service different appliance plugs and lights.

Breakers control the circuits. They serve the same function as fuses did in older homes, but they are much safer and easier to work with. The breakers protect against fires that could develop if the wiring becomes overheated by an overload on the electrical system. Each breaker will operate an appliance, lights, plugs or a specific outlet.

#### **Resetting Breakers**

When resetting a circuit breaker, it's important to wait before turning it back on. The recommended interval between the breaker being turned off and on is 30 seconds. Too short a time frame may result in the breaker not being reset properly. The wait period will allow the breaker to cool down if it was tripped because of an overload. Before resetting, check the circuit breaker for an overload or for an appliance that could be creating a short circuit.

To rest the breaker, make sure it's been turned all the way off before turning it to the "on" position again. You must also perform an ARC reset anytime you reset the breaker(s).

#### **Finding Your Circuit Pattern**

If your panel labeling is incomplete, it's possible to determine what each breaker control. At the panel, turn one breaker to the "off" position. Check to see exactly which light(s), plug(s) or appliance is disconnected. Note this on the panel label beside the corresponding breaker number. Repeat this operation until all the breakers are labeled.

#### **Short Circuits**

If a breaker disconnects, follow these steps:

- 1. Unplug the appliance(s) you suspect caused the problem.
- 2. Reset the breaker.
- 3. Check other appliance(s) for frayed or broken wiring if the breaker disconnects again.
- 4. If the breaker trips on the new circuit, then this appliance is most likely the cause of the problem.

If the problem persists, have a qualified electrician inspect the electrical system. Do not use a faulty circuit until a qualifed electrician has inspected, identified and corrected the problem.



# TROUBLE SHOOTING



#### **NO POWER SUPPLY TO HOME**

An interruption in electricity or power to the home can be caused by a number of scenarios: an overloaded circuit, faulty breaker, power outage, a problem with the building, or utility provider interrupting service.

#### Recommendation

- Check the breaker to see if any circuits have been switched to the off position. If off, reset the affected circuit and switch back to the on position.
- For power outage, check the hallway or check with a neighbour to see if the problem is throughout the building. If yes, there may be a power outage to the building or the surrounding area. This may have been caused by a storm or a failure in the utility system or a failed transformer.
- Check with the utility provider by phone to report an issue or go online to view areas impacted. The utility provider can halt service for late or outstanding payments. If service is interrupted for non-payment, it will need to be resolved with that entity (BC Hydro or other utility supplier).

#### **NO ELECTRICAL TO ONE OR MORE OUTLETS**

Power will be interrupted to one or more outlets if the circuit has been overloaded. As a safety feature, the entire circuit will switch off until the problem is resolved. This may also be caused by inconsistencies in the circuit caused by low quality or old appliances with failing electrical current.

#### Recommendation

Before requesting service, check to confirm the following:

- The main breaker and individual breakers are in the on position.
- Applicable wall switch is on.
- GFCI is reset (if the GFCI was tripped you must resent that area on the breaker panel).
- Item you want to use is plugged in.
- Item you want to use works in other outlets.
- Bulb in the lamp is good.
- Avoid loading too many electrical appliances on one circuit and do not use old appliances with faulty or frayed cords.



# OFFERING PEACE of MIND

# **OUR WARRANTY**

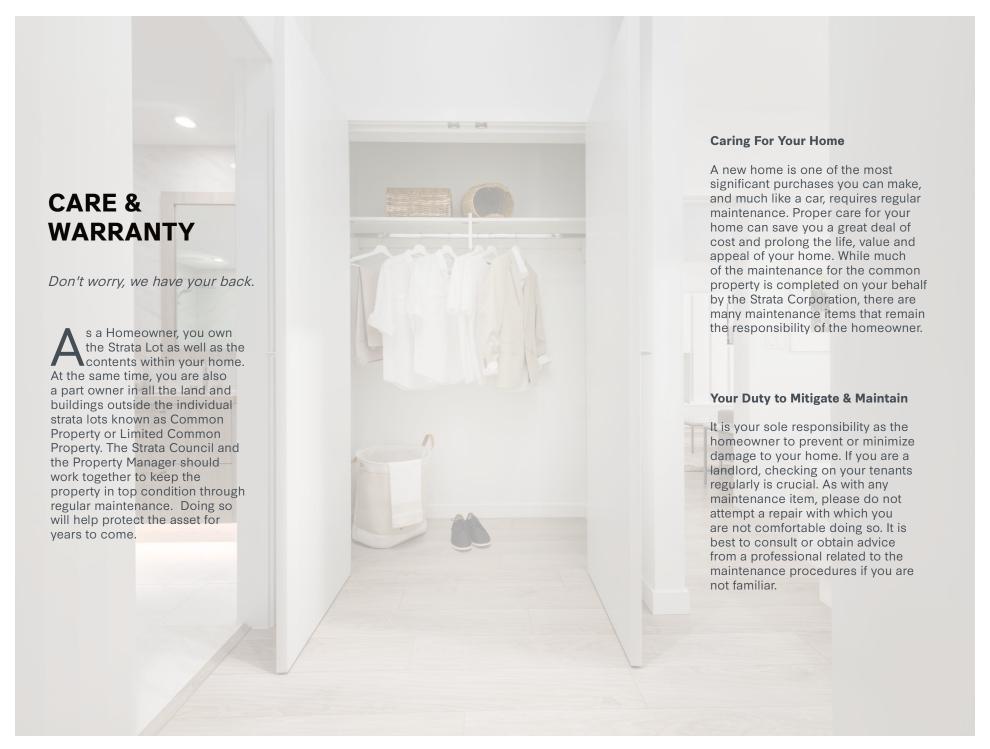
#### What is not covered?

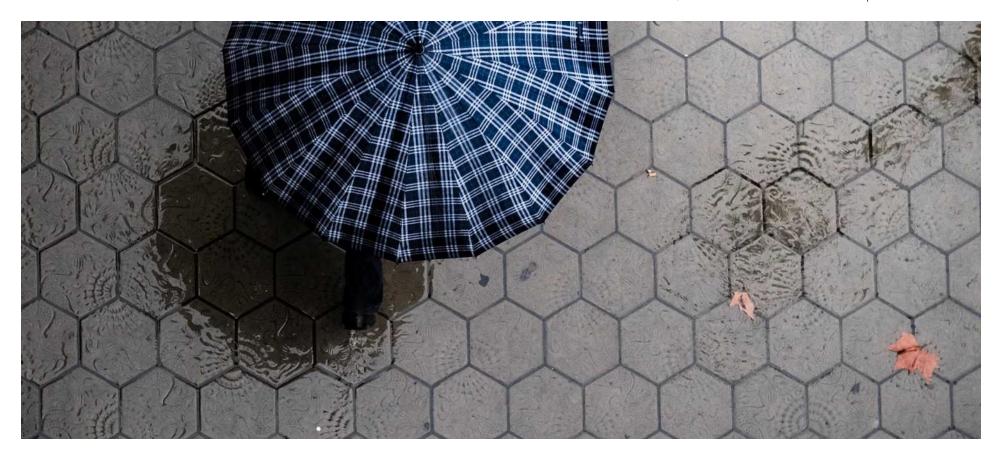
The Warranty Program for your home is very comprehensive. However, there are some items that are excluded from your warranty coverage such as:

- Normal wear and tear, damage, weathering, and deterioration consistent with normal industry standards.
- Surface defects in materials not noted in writing prior to possession.
- Sound transmission from water pipes, waste lines, elevators, or adjacent suites.
- Defects in materials, design and workmanship provided and supplied by the Homeowner.
- Operation of municipal services, including sanitary and storm sewer.

To learn more about the warranty guidelines in BC or to check if a specific item may be warrantable, please refer to the Residential Construction Performance Guide issued by BC Housing.







### PEACE OF MIND

For anything life may throw your way, insurance is a sure bet for peace of mind.

home is arguably one of the biggest purchases you will make and protecting yourself against life's mishaps is always a wise decision. There are several types of insurance available depending on your circumstance. In this section, we outline a few options for your consideration. We recommend that you contact your Property Manager to clarify any questions about insurance and the coverage provided.

#### **Strata Corporation Insurance**

Typically, the Strata Corporation's insurance covers common property, common assets, buildings on the Green on Queensbury Strata Plan and fixtures built or installed by the owner/developer as part of the original construction.

Please contact your property manager for details on specific warranty coverage.

#### **Landlord/Tenant Insurance**

If you are renting your home, ensure you have purchased landlord's insurance and that your tenant has tenant/renters insurance.

Tenants/ renters (especially short term) are the leading cause of wear and tear damage and emergencies in buildings. Make sure you are covered.

### Owner's Home, Liability and Content Insurance

Homeowners are responsible for arranging insurance coverage for personal possessions and any upgrades (if applicable) to your unit above and beyond the building standards. These items are not covered under the Strata Corporation.



# **FLOORING**

Flooring is the foundation of any beautiful room.

#### **Laminate Wood Flooring**

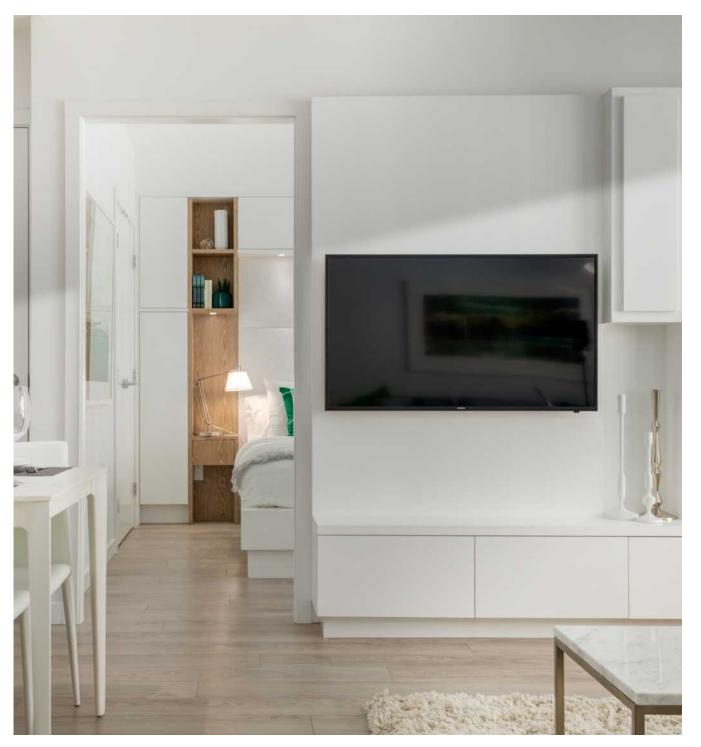
This material is designed to resist small amounts of water, but if exposed to excessive water, irreparable damage such as swelling will occur.

#### **Regular Care**

- Spills must be wiped up as soon as they occur. Excessive water or liquid can cause irreversible damage to laminate flooring.
- Place mats to protect high traffic areas and access points to the outdoors.
- Refrain from excessive wet or damp mopping of the floor.
- Never allow liquids to stand on the floor.
- Regularly sweep, dust or vacuum the floor with hardwood attachment.
- Planted pots should be isolated from the floor surface.
- Protect floors from pet damage (such as claws)
- Keep the home at a proper temperature and humidity.

#### Warranty: One Year

Warranty covers manufacturer or installation defects but does not include plank separation due to temperature changes or building settlement. Wear and tear or damage is not considered a warrantable defect. A completely squeak-free floor may not be attainable and minor squeaks are not covered under warranty. The repair of scratches and chips is the Homeowner's responsibility as part of maintenance.







#### Tile Flooring

Tile is a manufactured piece of hard-wearing material such as porcelain, ceramic, stone or glass. The three most common areas in a home where tiling is used are backsplashes, flooring, showers, and bath tub walls.

Porcelain Tiles & Glass Tiles are made from natural clay of a denser nature. Finely ground sand is also added into the manufacturing mix. This mixture is pressed and fired at a much higher temperature to remove almost all of the water content. Glass tiles do not absorb moisture, do not become stained and suitable for wet room use. Ceramic tiles are made from clay or clay and other raw materials, which are shaped and fired to give strength and aesthetic beauty.

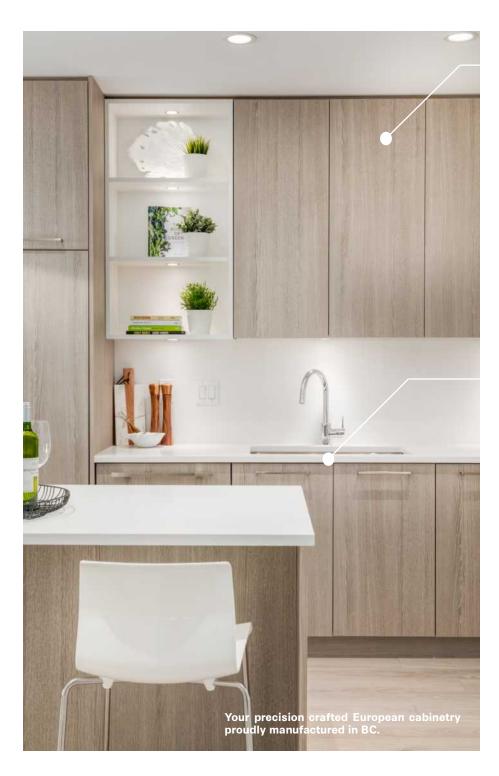
#### **Regular Care**

- Well placed mats in high traffic areas can prevent dirt build up or damage.
- Wash tile with mild cleaner specifically designed for cleaning porcelain tile; rinse with warm water and allow for drying.
- Never wash the tile with abrasive soap or harsh chemical cleaners.
- Wipe stains immediately to prevent the staining of the tile and grout.
- Take extra care to clean light colored grout lines regularly to prevent staining. Grout cleansers and whiteners are available at most hardware stores.

#### **Warranty: One Year**

Warranty covers manufacturer or installation defects. Wear and tear or damage is not considered a warrantable defect.





# **CABINETRY**

#### **Routine Maintenance**

- Most cabinet surfaces can be cleaned using a damp cloth.
- Periodically check hinge screws and tighten if required.
- Wipe up any spilled liquids as soon as possible to avoid damage or staining the finish as your cabinets are meant to stay dry.
- Grease splattered on the surfaces should be removed immediately as it becomes more difficult to remove as it solidifies.
- Avoid the use of abrasive cleaners.
- If the kitchen is equipped with a self-cleaning oven, the cabinet doors
  adjoining the range should be kept open when the range is in self clean mode
  to allow excess heat to dissipate to prevent the surface from delaminating.

#### **Warranty: One Year**

Warranty covers manufacturer or installation defects. Wear and tear or damage is not considered a warrantable defect.

## **COUNTERTOPS**

#### **Regular Care**

- Ensure that all spills are mopped up quickly to prevent them from penetrating through the porous material and causing stains.
- Clean surfaces using a damp cloth and a mild soap.
- Avoid using strong chemicals such as acid, alkaline material, acetone and other solutions with unidentified ingredients to clean your solid surface countertop.
- Use a cutting board to protect your counters when you cut or chop.
- Never place hot pots, pans or dishes directly on the countertops and always use a pad to protect the countertop from excessive heat.
- Be mindful of the mitre joints of your countertop; they are sealed to prevent
  any penetration of liquid but it is best to avoid any standing water or hot pots,
  pans, dishes or any small appliance as it can deteriorate the sealant and
  cause swelling and irreparable damage.
- The best way to prevent stains is by adding a sealer on a semi-annual basis; it fills the pores of the porous material and repels spills allowing time to wipe it away.

#### Warranty: One Year

Warranty covers manufacturer or installation defects. Wear and tear, damage, natural veining and color/pattern variations is not considered a warrantable defect.







# **WALLS & DRYWALL**

#### **Regular Care**

- Take care not to damage wall surfaces by limiting contact and preventing impacts on the wall.
- Repair to common drywall cracking, denting, or scratching is simple. Apply some joint compound (available at building supply or hardware stores) with a putty knife and spread it firmly into the gap. Straighten the knife and pass it over the affected area and scrape off any excess joint compound. Let it dry overnight, and apply another coat of compound if needed. Once compound is dry, lightly sand the patch with 120-220 grit sandpaper. Paint the patch or affected area as necessary.

#### **Warranty: One Year**

Warranty covers manufacturer or installation defects. Wear and tear or damage is not considered a warrantable defect.

## **PAINT**

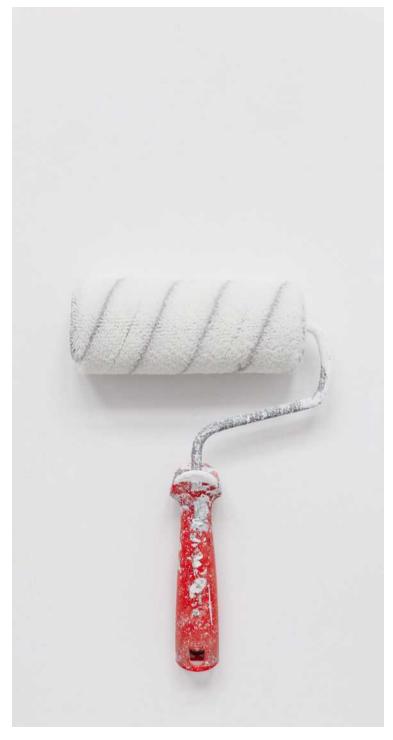
#### **Regular Care**

- Take steps to prevent wear by limiting impacts to wall surfaces.
- Maintain lower levels of humidity inside the home.
- Do not attempt to wash walls prior to latex paint curing (30 days after application).
- To clean walls, apply a mild liquid detergent onto a soft sponge, but not cloth, as it acts as an abrasive. Gently massage detergent into the soiled area. Once soiled area is clean, rinse out sponge and wipe the area gently.
- Periodic painting is part of homeowner maintenance.

#### **Warranty: One Year**

Warranty covers manufacturer or installation defects. Wear and tear or damage is not considered a warrantable defect.

For ease and convenience, a touch up paint kit has been placed in each home located either on the kitchen countertop or under the sink.





# **PLUMBING**

The plumbing in your new home consists of pipes for the supply of potable water throughout the home drain pipes for disposal of waste water. A main water supply shut off has been provided for your unit to shut off the water supply to your new home. Additional shutoffs may also have been provided to the sink supply lines and toilets to allow for routine maintenance. Each unit has a separate shut off labeled with hot and cold. Please familiarize yourself with the shut-off locations in case of an emergency.



**SOURCE HOT WATER** is typically produced by the common water boiler system that services the entire building. Hot water is distributed throughout the building via the mechanical systems. The waste pipe network includes drain pipes connected to the main sewer pipe, traps, and vent pipes to permit proper draining. These may be located within cabinets, inside closets or clearly visible on a wall surface. These areas must remain accessible as they are the means of access to the clean out should a blockage occur. A P-trap is a P-shaped waste pipe beneath each sink connected to the plumbing sanitary system. The trap remains filled with water to act as a barrier to prevent airborne bacteria and odors from coming up the sink drain. The trap under a sink also serves to catch lost valuables. You may paint the patch or affected area as necessary.

#### **Regular Care**

- Grease, fat and petroleum products must not be disposed of down the plumbing system.
   These materials will accumulate in the piping, especially in the P-traps and will reduce the flow of water through the waste system in the building.
- If sewer gasses are detected, running water down the waste pipe (such as sinks and shower drains) will re-prime the trap and likely stop the odor.
- As waste material collects along the drain pipe walls, the water might be slow to drain. This
  can be remedied by using a drain clearing product or using a drain snake to clear the section
  of pipe.

#### Warranty: One Year

Warranty covers manufacturer or installation defects. Wear and tear or damage is not considered a warrantable defect. Clogged drains, toilets and kitchen waste disposal units are not a warrantable defect.



### **TOILETS**

The toilet fixtures and sink basins are made of vitreous china, which has been glazed and kiln-fired for an extremely strong and attractive finish. Other basins and fixtures such as bathtubs are made of reinforced fiberglass with an acrylic finish, which provides a similar smooth, glossy and long wearing finish.

#### Regular Care

- Inspect shut-off valves annually for any leaks.
- If water continuously runs into the toilet bowl from the tank, there may be a poor seal at the flapper valve at the base of the tank. This seal can be cleaned with a stiff brush or steel wool. A worn flapper valve would require a replacement as part of maintenance.
- To prevent plugged toilets, never flush materials such as hair, grease, lint, diapers, sanitary products, cotton swabs, food, or plastic of any kind. Toilet tissue is the only paper product designed to be flushed.
- Avoid abrasive cleaners or pads as they will damage the finish.
- Use cleaning product specifically designed for this fixture.



#### **Regular Care**

- Clean fixtures with mild detergent and keep fixtures free from debris to keep them moving freely.
- Faucet handles should be turned no further than the point at which they stop the flow of water. Inspect shut-off valves at least annually for leaks at each connection.
- Clean aerators on faucets regularly.
- Use of abrasive products and steel wool pads should be avoided as these products will cause the finish of the fixture to become dull or scratch.
- Noisy or leaking faucets can occur due to loose or worn washers and may require replacement over time as part of maintenance.
- Green staining or water spots/discoloration of fixtures is usually a water related issue due to the chemical compositions in the water and is not a builder defect. A solution of baking soda and white table vinegar will generally remove staining of fixtures. Thoroughly rinse with water after cleaning.

Warranty: One Year covers manufacturer or installation defects. Wear and tear or damage is not considered a warrantable defect.



# STAINLESS STEEL SINKS

Stainless steel sinks may be damaged by impacts or abrasive items that could scratch the surface.

#### **Regular Care**

- Take care not to drop items or damage the stainless steel sink basin.
- Use a mild cleaning agent and keep surfaces clean.
- Avoid steel wool as they will leave small bits of metal lodged in the sink and will cause rust spots to show.
- Use of anti-bacterial soaps may cause discoloration of the surface if the sink is not rinsed thoroughly after use.

**Warranty: One Year** covers manufacturer or installation defects. Wear and tear or damage is not considered a warrantable defect. Scratches to the stainless steel are not a warrantable defect.

# TUB & SHOWER ENCLOSURES

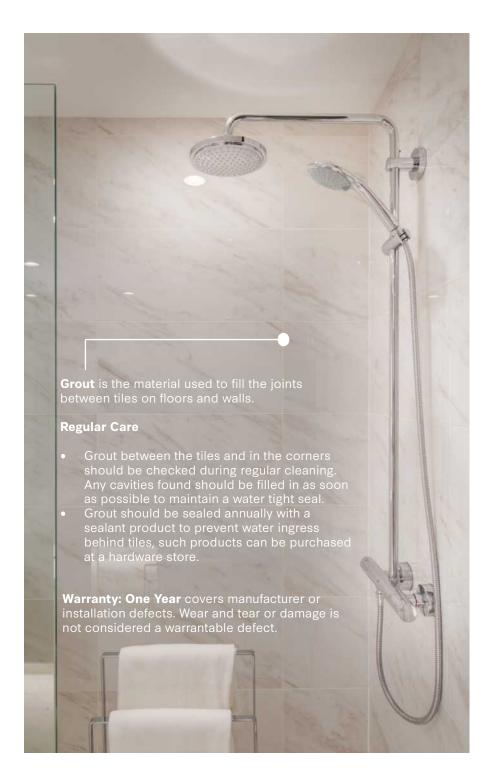
The shower enclosure such as a glass shower door or owner-provided shower curtain will aid in preventing water from leaking onto the bathroom floor while the shower is in use.

#### Regular Care

- Silicone is installed to create a water tight seal between dissimilar materials. As the silicone breaks down over time, it must be replaced as part of maintenance to ensure a water tight seal.
- Ensure the shower door or curtain is tightly closed at all shower edges to avoid water damage to finishes in the bathroom and suites below.
- To prevent damage to the flooring or walls, any spills or puddles of water should be cleaned up immediately.

**Warranty: One Year** covers manufacturer or installation defects. Wear and tear or damage is not considered a warrantable defect.





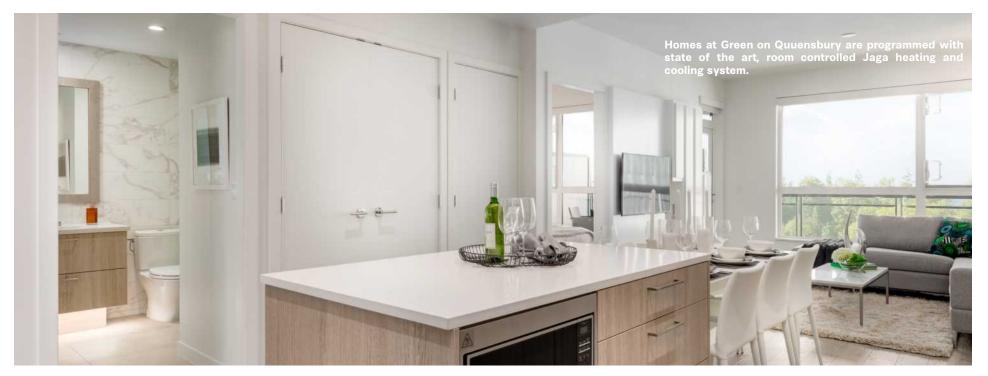
# **CAULKING**

Caulking is a sealant which is applied to plumbing fixtures and joints between floor and wall areas. The flexible material shrinks over time and may require reapplication to maintain a seal.

#### **Regular Care**

- Regularly inspect and check areas with silicone and/or caulking, particularly those exposed to water that are susceptible to water damage.
- Replace any cracked or deteriorated silicone and/or caulking as part of homeowner maintenance.
- Applying silicone and/or caulking is simple and the products can be purchased at a hardware store. Please check the manufacturer's directions listed on the tube for specific installation instructions.

**Warranty: One Year** covers manufacturer or installation defects. Wear and tear or damage is not considered a warrantable defect.



# HEATING & VENTILATION

**Warranty: Two Year** covers manufacturer or installation defects. Wear and tear or damage is not considered a warrantable defect. Please ensure that you read all material distributed related to the heating system to keep the system functioning as intended.

#### **Thermostat**

The thermostat controls the operation of the heating system by monitoring the air temperature inside the home to maintain consistent comfort. If the thermostat is equipped with a programmable function, it should be utilized to ensure the most efficient use of the heating systems.

#### **Regular Care**

- It is recommended to test the thermostat once a year before the heating season begins. Tape a household thermometer to the wall next to the thermostat and give it about 15 minutes to settle on a reading and compare the two temperatures. If the difference is more than 5 degrees, recalibrate the thermostat.
- Vacuum around the thermostat frequently to avoid dust build up which can comprise the internal components.
- Please ensure that you read all material distributed regarding the thermostat to keep the system functioning as intended.

#### Heating and cooling wall unit

- For your safety, never store furniture or objects near the baseboard heater. Doing so increases the risk of fire.
- Keep the outside cover of the unit free from dust and debris. Also, clean these areas regularly.
- Be cautious about the installation of window curtains directly above the unit. Not only can they pose a fire hazard but will prevent the normal function and air flow of the unit.
- Please ensure that you read all material distributed related to the thermostat to keep the system functioning as intended and to not potentially void warranty.
- Lack of heat may be caused by a faulty heater or thermostat. Check the thermostat for proper connection readings. File a Service Request if within warranty period or contact a qualified electrician for repair if outside warranty period.



**Energy recovery ventilation (ERV)** is the energy recovery process of exchanging the energy contained in normally exhausted building or space air and using it to treat (precondition) the incoming outdoor ventilation air.

In cold winter climates, an ERV system transfers the humidity from the air being extracted to the incoming fresh (and dry) air to help keep the ambient internal humidity level at a reasonable value.

In summer, the humidity transfer in an ERV reverses and the humidity in outside air is removed before it is injected into the home. This saves energy by reducing the load on air cooling systems.





#### Ventilation

Ventilation is most effective for removing moisture in the home. Exhaust fans in the kitchen and bathroom will remove moisture created from cooking and bathing.

#### **Regular Care**

- If high relative humidity levels occur inside your home during periods of very cold weather, condensation or frost on the inside face of the windows may occur. This is a ventilation issue and is not a fault with the window.
- Condensation can result in the growth of mold on the window frame that can be controlled with a mild solution of bleach and water.

If you are experiencing condensation on your windows, below are a few effective and efficient ways to reduce the condensation in your home:

- It is recommended that the fan is programmed to operate continuously.
- Use exhaust fans while cooking.
- When doing laundry, please be sure to open a window to help exhaust extra humidity.
- Use bathroom exhaust fans while having a bath or shower.
- Open a window after baths and showers.
- Ventilate the home at least once a day by opening a window or door.
- Open the blinds and drapes throughout the day to allow for air circulation on windows.
- Move furniture roughly 12-16 inches from windows and heaters.
- Avoid hanging laundry indoors to dry as this adds to the indoor humidity.

**Warranty: Two Year** covers manufacturer or installation defects. Wear and tear or damage is not considered a warrantable defect.

#### **Bathroom Exhaust Fans**

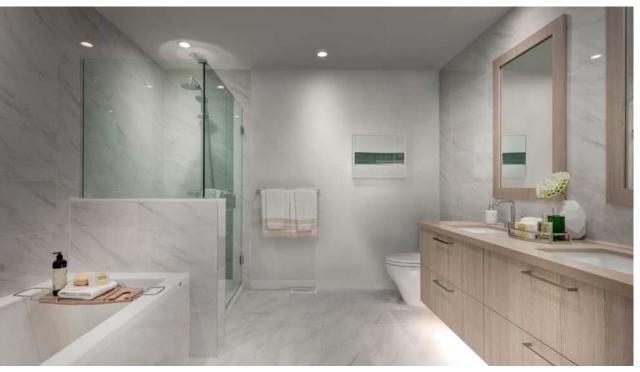
Bathroom fans installed in the home are intended to be an integral part of the ventilation system. The main fan is controlled by switch and automatic sensor to facilitate fresh air exchange, as per the BC Building Code.

**Warranty: Two Year** covers manufacturer or installation defects related to rough in. Wear and tear or damage is not considered a warrantable defect.



#### **Regular Care**

- The fan(s) should be cleaned seasonally by removing the dust and dirt that has built up on the fan blades and grille.
- Please ensure that you read all material distributed related to the exhaust fan to keep the unit functioning as intended.



#### **Natural Gas Distribution System**

Your home is supplied with natural gas to service the stove. Gas is a reliable fuel source that makes for excellent cooking, grilling, and heating. Please use caution with gas appliances as a leak or accidentally leaving an appliance on can cause harm. You will find the gas shut-off at the backside of the range, behind the bottom drawer of the stove or within an adjoining cabinet. The range shut-off location will be pointed out to you during your home orientation, pay special attention to remember this detail.

#### **Regular Care**

- The area should be inspected regularly to ensure valves are free from debris or dirt and not leaking.
- Gas lines should be connected in a way that allows even flow of gas, free from kinks or severe bends in the line.
- If you smell gas when the fixture is not in use, there may be a problem. Turn off the gas at the main location and contact an appliance installer that specializes in gas fittings or a gas pipe fitter.

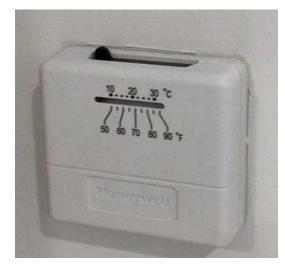
**Warranty: Two Year** covers manufacturer or installation defects related to the supply of natural gas through the gas line. Wear and tear or damage is not considered a warrantable defect.



# SWITCHES & PANELS



**ROOM THERMOSTAT (Type 1)** 



ROOM THERMOSTAT (Type 2; only in some suites)



**HEATING & COOLING SWITCH (Whole Suite)** 



**AIR VENTILATION MASTER BATHROOM** 

Operation: 20 minutes on high speed ventilation. Push on and 20 minute ventilation will be operational. Push again to stop early.



**VENTILATION- 2ND BATHROOM** 

Operation: Motion sensor and manual.



# SWITCHES & PANELS



BATHROOM BASEBOARD HEATER ACCESS PANEL (THERMOSTAT 2 ONLY IN SOME SUITES)



ENERGY RECOVERY VENTILATION ACCESS PANEL



FAN COIL UNIT ACCESS PANEL (THERMOSTAT 1)



**DOMESTIC WATER ACCESS PANEL** 



# **APPLIANCES**

The appliances included with the purchase of your new home have been checked to ensure that they are operating properly. All the appliances in your new home come with a manual which detail the operating and maintenance procedures and must be followed in order to maintain the manufacturer's warranty.

#### **Regular Care**

Please refer to the Appliance specific manuals for maintenance instructions.

Warranty: Two Year: All appliances are covered under warranty for one (1) year after the occupancy date of the home. The warranty on all appliances is proudly offered through our partner and supplier: Trail Appliances. Should you need to have warranty work completed on an appliance or have a concern about an appliance, please reach out to Trail Appliances directly to coordinate a visit from a technician.



# the fine print:

#### 1 BEDROOM

Appliance Package

Your new appliances come with a one-year or in some cases 2-3 year manufacturer's warranty against defects in materials or workmanship, unless otherwise specified in your product materials. Trail appliances will be able to confirm the warranty period for any of the listed appliances. If your manufactuer's warranty has expired, the service call will be subject to a trip charge & other applicable charges required to repair your appliance. If your appliance is under the manufacturer's warranty, but the service call is determined to be customer education, a trip charge will be applicable. To avoid this, please read your use & care manual throughly prior to requesting service.

If you require service on your appliance, please contact Trail Appliances.

E | homeownercare@trailappliances.com P | 604 777 3300 ext. 2

Wi trailappliances.com (select "request a service call" from the top menu)

Please refer to the model number of the appliance prior to filing a service request.

TYPE OF APPLIANCE	MODEL NUMBER	WHERE TO FIND MODEL & SERIAL NUMBER
Liebherr Refridgerator	HC1540	Anywhere at eye level to the left or right of the door in refridgerator.
Fisher & Paykel Wall Oven	OB30SCEPX3N	At the top left or right of the inside rim, in front of the cavity.
Fisher & Paykel Cook Top	CG305DNGX1N	Underneath the unit on the back.
Panasonic Built-in Microwave Panasonic Trim Kit	NNST775S NNTK714SS	On the inside of the microwave on the lip of the interior door frame.
Fisher & Paykel Dishwasher	DD24DTI9N	Either on the top of the outermost surface of the cavern or on one side just inside the opening.
AEG Ventilation/Hood	PERFEKTINSERT-30	On the underside of the hood near the back or inside behind the filter.
Front Load Washer	MHW5630HW	On the interior rim of the door.
Maytag Front Load Dryer	YMED5630HW	On the interior rim of the door.



# the fine print:

#### 2-3 BEDROOM

Appliance Package

Your new appliances come with a one-year or in some cases 2-3 year manufacturer's warranty against defects in materials or workmanship, unless otherwise specified in your product materials. Trail appliances will be able to confirm the warranty period for any of the listed appliances. If your manufactuer's warranty has expired, the service call will be subject to a trip charge & other applicable charges required to repair your appliance. If your appliance is under the manufacturer's warranty, but the service call is determined to be customer education, a trip charge will be applicable. To avoid this, please read your use & care manual throughly prior to requesting service.

If you require service on your appliance, please contact Trail Appliances.

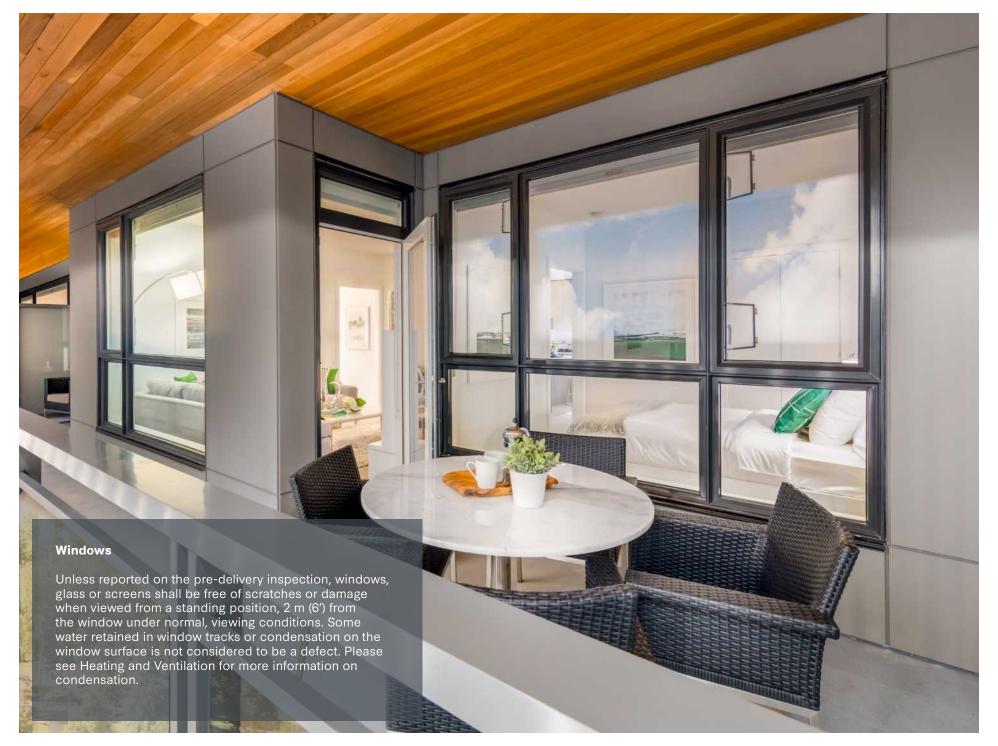
E | homeownercare@trailappliances.com P | 604 777 3300 ext. 2

Wi trailappliances.com (select "request a service call" from the top menu)

Please refer to the model number of the appliance prior to filing a service request.

TYPE OF APPLIANCE	MODEL NUMBER	WHERE TO FIND MODEL & SERIAL NUMBER
Fisher & Paykel Refridgerator	RS36A72J1N	Anywhere at eye level to the left or right of the door in refridgerator.
Fisher & Paykel Wall Oven	OB30SCEPX3N	At the top left or right of the inside rim, in front of the cavity.
Fisher & Paykel Cook Top	CG305DNGX1N	Underneath the unit on the back.
Panasonic Built-in Microwave Panasonic Trim Kit	NNST775S NNTK714SS	On the inside of the microwave on the lip of the interior door frame.
Fisher & Paykel Dishwasher	DD24DTI9N	Either on the top of the outermost surface of the cavern or on one side just inside the opening.
AEG Ventilation/Hood Fans	PERFEKTINSERT-30	On the underside of the hood near the back or inside behind the filter.
Maytag Front Load Washer	MHW5630HW	On the interior rim of the door.
Maytag Front Load Dryer	YMED5630HW	On the interior rim of the door.











#### **WINDOWS**

The windows in your home incorporate two measures to improve their energy efficiency. The windows are double-glazed, which means that each window has two panes of glass, separated by an air space. The air space increases the insulating capability of windows dramatically and reduces condensation on the interior surface. The air space is sealed so that moisture and dust cannot get inside. Secondly, the windows are thermally broken and designed to separate the cold exterior from the warmer interior, thereby reducing heat loss and condensation on the frame. The bottom of your window frame is designed to channel condensation to the outside.

#### Regular Maintenance

- Do not use a foil or film on your windows (will void warranty).
- Keep all window sill channels clean from dirt for proper operation and ensure weep holes are clear.
- The use of harsh detergents is not recommended on glass or window frames in order to preserve the painted finish.
- Do not use sharp objects such as scrapers, these will scratch the glass and aluminum or vinyl frames.

Warranty Coverage Five (5) year building envelope warranty is available on the window assembly. Wear and tear or damage is not considered a warrantable defect.

#### **CONDENSATION**

The higher the relative humidity levels are in your home, the greater amount of condensation will appear. A small amount of condensation is normal. If condensation forms pools of water on the window sill, or starts to form on large areas of glass, it is an indication that the humidity is too high in your home, or the temperature at the window is being lowered relative to the rest of the house. Blinds or heavy drapes can cause this.

Condensation can also occur during certain combinations of temperature fluctuations, such as a cold surface rising in temperature very quickly.

#### **Regular Maintenance**

- When using the bathtub or shower, make sure to turn on the exhaust fan or open a window.
- Put damp towels in the clothes dryer for a few minutes after use.
- When cooking, keep lids on pots to reduce evaporation and use the kitchen fan to exhaust moisture.
- When shampooing carpets or doing other home cleaning, open windows to let the moisture out.
- If you keep your window curtains or blinds closed at night and find that condensation forms on the window, try leaving the window coverings open as this will allow warm interior air to circulate near the window with ease by keeping it warmer and reducing the condensation.
- Purchase a hygrometer to monitor humidity levels. In the winter heating season, the relative humidity should not exceed 45% and should not drop below 30%.

#### Warranty Coverage N/A

Condensation caused by moisture or high humidity levels in not a warrantable defect and should be addressed by the homeowner by adjusting habits to reduce humidity.



#### **HANDRAILS**

Handrails are installed to protect people from dangerous heights. Take care not to allow items to fall off the balcony through the space below the railing. This space may be up to 6" and a falling object may injure someone below.

#### Regular Maintenance

- The use of a mild cleaning detergent and a gentle brush is adequate to maintain the finish.
- Cleaning of these components may be coordinated annually through the Property Management Company.
- Inspect the assembly annually to ensure all components are securely in place. Report any concerns to the Property Manager.

#### Warranty Coverage One (1) year

Warranty for supply of material and installation. Wear and tear or damage is not considered a warrantable defect.





#### **LANDSCAPING**

Landscaping is installed at various locations throughout the property, some may be on Common Property and some installations may be on Limited Common Property (LCP).

Generally, the landscaping or installations on the Common Property would be maintained by the Strata Corporation through a maintenance contractor, while maintenance of installations on LCP are the responsibility of the owner of the respective Strata Lot. LCP areas may be difficult for maintenance contractors to access and the onus is with each Strata Lot owner to maintain the plantings within their LCP to the Strata's standard.

Soft landscaping installations such as plants, grass, and shrubs are not covered under warranty and should be diligently maintained in order to keep them alive. This includes watering, pulling weeds, and covering exposed roots with soil. This will help preserve the integrity of the property and maintain the landscaping in good condition.

Any questions pertaining to landscaping maintenance responsibility at specific locations can be brought to the attention of your Property Manager. Landscaping is expensive for Strata to replace and should have a preventive maintenance program in place to ensure it has a long life and needless replacement is not required.

#### **Regular Maintenance**

- Water plants and grass areas on LCP frequently and as needed.
- Pull weeds surrounding plants and in landscaped areas as part of maintenance.
- Trim plants when seasonally appropriate to prevent overgrowth.
- Cover roots with soil as it washes away over time from erosion or watering.
- Report any concerns to the Property Manager before landscaping dies.
   Warranty Coverage for landscaping installations such as grass and small plants are not warrantable.

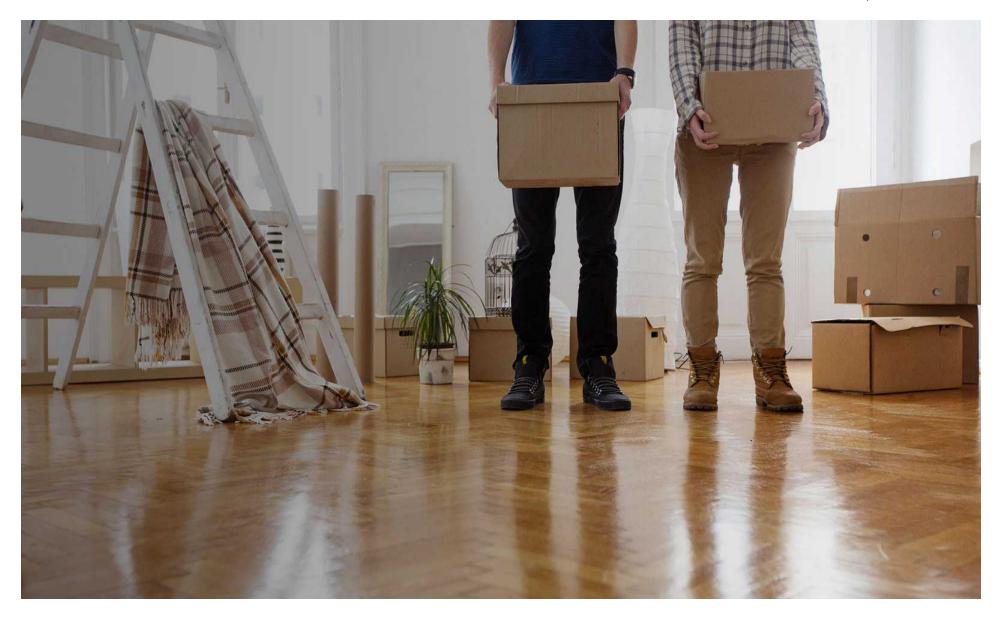
#### **MAILING & PARCELS**

For your convenience, there are parcel/package receival boxes located on the last row of the the mailboxes. By having this available in the building, residents can have their parcels delivered and stored on site. If you have a parcel on the way for you, the following should be noted:

- 1. Canada Post will store your parcel in one of the parcel receival mailboxes for you (larger mailboxes located on the last row of mailboxes).
- 2. A key to the parcel mailbox and a notification of delivery will be placed in your regular mailbox.
- 3. Use the key that has been placed in your regular mailbox to open the parcel mailbox.
- 4. Once you are done, please lock the parcel mailbox and drop the key into the slot of that particular parcel mailbox.







# FILING A SERVICE REQUEST

WITH JUST A FEW SIMPLE STEPS, HELP IS WITHIN REACH AND MORE EFFICIENT THAN EVER.





# **Next Steps**

WITH JUST A FEW SIMPLE STEPS, HELP IS WITHIN REACH AND MORE EFFICIENT THAN EVER.

ONE

GO TO MARCON.CA

TWO

**CLICK ON THE HOMEOWNER TAB** 

THREE

**CLICK REGISTER** 

**FOUR** 

**ENTER YOUR INFORMATION** 

**FIVE** 

**SELECT BUILDING THEN UNIT #** 

Once you have successfully logged in, you will land on the welcome page where you can click **SERVICE REQUEST** to submit a request or **MANUALS** to view your warranty documents.

In order to better serve you, owners can only have one service request open at a time. However, you can have as many items in that service request as you require and will be able to add new items to an existing request at any time. The file will remain open until all items have been responded to.

# **Know Your Team**

Marcon Customer Service 5645 199th Street, Langley BC V3A 1H9 T | 604 539 5190 W| marcon.ca/customercare



# 

# where we come in:

We're here for you every step of the way to ensure you receive the best possible care and experience when it comes to your new home. Even though Marcon will be your primary contact, when it comes to service requests, the Qualex-Landmark™ team will oversee the process. You may also reach out to our team for any non-deficiency related inquiries or with any feedback you have regarding your experience with us.





The following list highlights the prominent sustainable features of Green on Queensbury located at 707, 733, 747 East 3rd Street in North Vancouver. Many of these features are a passive response to energy conservation, thermal comfort and protection or restoration of a more natural environment.

Information provided by Colin Garratt of Kane Consulting.

#### SITE

- An erosion and sedimentation control plan is in place and will be implemented to minimize erosion and sedimentation during demolition, site preparation and throughout construction.
- Landscaping will utilize natural and adaptive plants and is designed to reduce the development's heat island effect and minimize its impact on storm sewers while increasing local habitat.
- Alternative Transportation: Smart location with easy access to rapid transit routes. The project incorporates bicycle storage spaces which strengthen the use of alternative methods of transportations.
- Providing charging stations to encourage the use of alternativefuel vehicles.

#### **MATERIALS**

- A construction waste management plan will be developed and implemented throughout construction with a goal of diverting over 75% of waste generated.
- Many of the building materials and components will be selected based on recycled content and local or regional production.

### **WATER**

- The irrigation system includes a number of features to significantly reduce the amount of water consumed.
- Low flow/flush plumbing fixtures will be provided.
- Water-efficient clothes washers and dishwashers.

#### **ENERGY**

- Energy efficiency measures are evaluated via a full building energy simulation.
- Energy conservation measures include high performance envelope including glazing systems and highly insulated walls and roof.
- Energy efficient appliances including dishwasher, refrigerator and clothes washer.
- Heating is provided by a district energy system.

# **ENVIRONMENTAL QUALITY**

- Low VOC paints.
- Low emitting carpet and insulation
- Best practices will be implemented during construction to optimize air quality and provide a clean and healthy building for the future residents.
- Operable windows will be incorporated throughout the buildings giving the future residents a high level of control over their thermal comfort.

Click here for the LEED Homes (Mid Rise) Simplified Project Checklist



1910-400 Burrard Street Vancouver, British Columbia Canada V6C 3A6

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