

INDEX GALLERIA AT CONCORD GARDENS THE DA VINCI - HOMEOWNER'S MANUAL

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1.0 Your New Home At Da Vinci

1.1 BUILDING OVERVIEW

Artistic design by IBI Group and smart living embody the Galleria master-planned community, consisting of five towers divided into the Da Vinci Collection (Phase 1) and the Picasso Collection (Phase 2). Positioned next to the upcoming Capstan Canada Line station with on-site retail and dedicated office spaces for forward-thinking professionals, Galleria is a part of a lively surrounding that ensures ease of everyday convenience. A luscious 2-acre community park offers optimal enjoyment of tranquil nature and quality time with loved ones. Resort-inspired amenities, world-class finishes and smart technology are infused into each home, encouraging colourful and intelligent living for all.

Da Vinci includes two towers, a 13-Storey & 14-Storey buildings located at 8555 Capstan Way and 8668 Hazelbridge Way, and has a total of 169 residential suites (including Affordable Housing units).

Da Vinci Building Lobby

Each building at Da Vinci has its own Lobby and mailbox area. Concierge service is located in the south tower (8555 Capstan Way) as well as the Grocery Pick-Up Room.

4th Floor – Amenities

Entertainment Lounge, Theater Room, Sports Lounge, Card & Mahjong Room, Study/Work Room, Karaoke/Music Room, Children’s Play Area, as well as the outdoor seating area with water feature and landscape

6th Floor – Amenities

Outdoor Lounge area with Fire Pit, Children’s Play Area, sandbox, and BBQ

Roof Deck– North Tower

Outdoor seating area, Children’s Play Area, Garden Plots

Parkade

Parkade Entrance, including visitors parking access, is from Capstan Way and all vehicles must exit to Hazelbridge Way.

There are also bike storage areas located on P2 to L2.



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Picasso Shared Amenities

Residents at the Da Vinci can use the amenities located at Picasso as well:

- *Lap Pool
- *Putting Green
- *Kids Pool
- *Hot Tub
- *Steam & Sauna Room
- *Amenity Lounge
- *Heated Stone Lounge Room
- *Exercise Room
- *Ping Pong /Yoga Studio
- *Sun Bathing Deck
- *Car Wash Bay



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2.0 WHAT TO DO IN AN EMERGENCY

2.1 RICHMOND EMERGENCY TELEPHONE NUMBERS

Ambulance	For a medical emergency Non-emergency 604-872-5151	Call 911
Police	For a security emergency Non-emergency 604-278-1212	Call 911
Fire Department	For an emergency Non-emergency 604-278-5131	Call 911
Power Outages & Electrical Emergencies (BC Hydro)		1-888-769-3766
City of Richmond Bylaw and Parking Enforcement		604-233-3147
Poison Control Center		604-682-5050 or 604-682-2344
Gas Leaks & Gas Odor Emergencies (Fortis BC, Gas)		1-800-663-9911
Earthquake, Flood, Dangerous Goods Spills, Tsunami		1-800-663-3456

2.2 BUILDING EMERGENCY TELEPHONE NUMBERS

Please report all **common area and in-suite emergencies** to the concierge and property management team at the time that it is occurring. This will get the quickest response in the building to mitigate any possible damage. If it is between 9:00 am and 5:00 pm (Monday – Friday), please also call to Customer Care Centre (**refer to Section 4.1**) to advise us of any in-suite emergency situations.

Building Emergencies - 24 hours - Rancho - 604-684-4508

NOTE: We ask for your cooperation in calling after hours & weekends ONLY in an emergency situation. Emergency service is generally considered that which affects electrical, heating, or water supply and requires immediate attention.



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3.0 ADDRESSING YOUR CONCERNS

3.1 REPORTING IN-SUITE WARRANTY ITEMS

All requests for service on warranty items in your home must be made **in writing** to the Customer Care Centre unless it is an emergency.

For your convenience, we have created an On-Line Customer Service Request form. It can be found on the Concord Pacific Web site under the Customer Care Tab.

Please Log onto concordpacific.com, then click on the Customer Care Tab, then select "Owner" to access the On-Line Service Request Form.

You will be prompted to enter your Building Name, Strata Lot and Suite Number to access the Request Form. Then simply enter the information as prompted, print a copy for your records before you hit SUBMIT. You will then be contacted by one of our Customer Care agents who will then follow up on your request.

NOTE: Please remember that the Customer Care Centre cannot accept requests from your tenants to repair items in your suite.

3.2 REPORTING COMMON AREA DEFICIENCIES

Problems within the common areas of Da Vinci, such as in the lobby, elevators, landscaping, recreation areas, or parkade, are the responsibility of your property management company. Please follow the reporting procedures indicated by the property management company. Rancho Management Services (B.C.) Ltd. can be reached 24 hours at (604) 684-4508.

To report a natural gas emergency call the 24-hour Fortis Gas emergency line at 1-800-663-9911. An emergency is generally considered to be a gas leak that requires immediate attention.

3.3 ENTERPHONES, PROXIMITY READERS AND KEY FOBS

If you have a problem with the operation of any of your key fobs, or if one is lost or stolen, please report this immediately to your property management company. In addition, problems with the proximity readers and Enterphones in your building fall under the responsibility of your property management company, which can be reached 24 hours at 604-684-4508.



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3.4 APPLIANCES

All appliances carry a one-year warranty directly with the manufacturer. If you encounter problems with your appliances, please refer to your homeowner's manual and, if necessary, contact the manufacturer's service department directly.

NOTE: For a complete list of Appliances, Model numbers and Service contacts please refer to section 9.1 of this manual



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4.0 CUSTOMER CARE CENTRE

4.1 ROLES AND RESPONSIBILITIES

Your new home has been designed to provide you with many years of gracious living and our Customer Care Centre has been created to help ease the transition into your new home. Our staff are available to answer your questions about your new home in Da Vinci and within the Concord Pacific Community. They are also available to solve your in-suite warranty concerns.

During office hours 9:00 am to 5:00 p.m., Monday to Friday at:

Customer Care Centre

At the Concord Pacific Vancouver Presentation Centre

Located at:

88 Pacific Boulevard
Vancouver, B.C.

Tel: (604) 899-8800

Fax: (604) 899-9183

Address: Da Vinci

Tower Addresses

8555 Capstan Way, Richmond BC V6X 0W1 (South Tower)
8668 Hazelbridge Way, Richmond BC V6X 0W2 (North Tower)

Questions or Concerns Regarding Warranty

Customer Care Officer

Ellen.Xiang@concordpacific.com

604-899-7224

For your convenience you may also scan the following QR code to submit a request for warranty service:





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5.0 THE WARRANTY PROGRAM

From the very outset, expert planning, design resources and high-quality construction go into building each new home at Da Vinci.

At completion, you or your appointed representative will be invited to collect your keys, the day AFTER your official completion date. At this time, a Warranty Commencement Certificate will be available for the owner. The Developer will forward the completed Warranty Commencement Certificate for each strata lot to Travelers Canada. Travelers will then issue their Warranty Certificate directly to each owner at the address recorded on the Certificate of Possession at the time of key pickup. The Warranty Certificate will include some additional information relating to the home warranty coverage and instructions on how to contact Travelers Canada if there are any questions or concerns.

The warranty insurance is required by the Strata Property Act.

Your warranty covers defects in workmanship and repair or replacement of defective materials but it does not include maintenance of your suite. Proper maintenance is your responsibility and failure to carry out proper maintenance could void your warranty.

For a complete description of these warranties, please refer to Section 5, Sub-section 5.2 in your Disclosure Statement.

5.1 CUSTOMER SERVICE

Your satisfaction, protection and peace-of-mind are the main priorities of service offered by Concord Pacific's Customer Care Centre.

To obtain prompt service for your home, please direct all requests in writing to our Customer Care Centre. Contact information for your Customer Care Officer and a QR code for submitting online inquiries are provided (please refer to section- 4.1 for how to contact your Customer Care Officer)



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5.2 TIP SHEETS – DOOR HANGERS WITH QR CODES

At transition time when you receive your keys and arrive inside your new home, you will see blue hangers on your doors. These hangers have a QR code that when scanned, leads you to a full library on our website’s Customer Care page, with the exception of the “Warmest Congratulations” hanger which will direct

you to our websites’ resource page. These videos showcase features and maintenance in your home.



5.3 TRANSFER OF WARRANTY

The warranties provided by the Travelers Warranty Program are transferable, so if you are selling your suite, please have the **Transfer of Warranty form** completed and forwarded to our office. This form enables us to keep an accurate record of the ownership of the suite and to provide the same level of customer service to the new owners.

NOTE: This form can be found in the CUSTOMER CARE section on the Concord Pacific Web Site at concordpacific.com



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6.0 LIVING AT DA VINCI

6.1 STRATA COUNCIL: ROLES AND RESPONSIBILITIES

The Strata Council is responsible for the maintenance and administration of the common property and the democratic enforcement of the Strata Corporation Bylaws, Rules and Regulations. Members of the Strata Council are elected from, and by, the registered Owners at the Annual General Meeting that is held each year. Following their election, the Strata Council members meet to discuss the operation and management of the building.

6.2 PROPERTY MANAGEMENT: ROLES AND RESPONSIBILITIES

A property management company is hired by the Strata Council to oversee all common property of the building. The primary concern of the Property Manager is to ensure the protection of the interests of the owners including insurance, building maintenance, and good communication within the development.

<p style="text-align: center;">Rancho Management Services (B.C.) Ltd.</p> <p style="text-align: center;">8th Floor – 1125 Howe Street Vancouver, B.C. V6Z 2K8</p> <p style="text-align: center;">604-684-4508 (office) 604-331-4223 (Mandarin) 604-331-4243 (Cantonese) 604-684-1956 (fax)</p>	<p style="text-align: center;">Strata Agent</p> <p style="text-align: center;">Charisse Lee clee@ranchogroup.com</p> <p style="text-align: center;">604-331-4227 (direct line) 604-331-4223 (Mandarin) 604-331-4243 (Cantonese)</p>
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Rancho Management Services (B.C.) Ltd. has provided you with a **Welcome Package** containing information on strata living and the responsibilities of the strata council and the property management. For building procedures and use of the facilities in the building, please refer to the printed package provided to you at your walk-through or to the PDF version found on the **myRanchoStrata** page at www.ranchovan.com.

Concierge Phone Number: 604-786-7171

Concierge Email Address: Da.Vinci@rservice.ca



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6.3 COMMON PROPERTY

The common property includes all areas beyond each owner's strata lot (i.e. hallways, foyers, parking areas, bike storage, elevators, gardens, recreational facilities, etc.). Common property also includes all pipes, wires, cables, chutes, ducts, facilities for the passage of water, sewage, drainage, gas, oil, electricity, heating and cooling systems, and other services contained within a floor, wall or ceiling of a building, where the center of the floor, wall or ceiling forms the common boundary between two strata lots or between a strata lot and common property.

Common property may also be designated for "exclusive use" which is termed limited common property. Patios, balconies and parking spaces are examples of this designation.

6.4 STRATA FEES

Strata Fees are paid to the Property Management Company and are due on the first day of each month (No invoices will be issued by the Property Management Company). If you would like to do this using a monthly pre-authorized payment plan, you may do so by filling out the **PRE-AUTHORIZED PAYMENT PLAN FOR STRATA FEES** form and submitting it along with a void cheque to your Property Management Company.

6.5 INSURANCE

The building insurance arranged by your strata corporation is through:

BFL Canada Insurance Services
Phone: 604-669-9600 Fax: 604-683-9316

Owners must have their own in-suite insurance coverage for their personal items. If modifications or improvements are made to a strata lot, improvements and betterments coverage should be obtained from the owner's insurance company to provide adequate protection. Make sure to request a summary of coverage from your lawyer or strata manager.

6.6 RESTRICTIONS TO EXTERIOR APPEARANCES

To retain a neat and uniform appearance, bylaws have been established which clearly outline what is permissible and what is not in regards to the external appearance of the building. Please familiarize yourself with these policies provided by your Property Manager to avoid problems at a later date.

The most common restrictions prohibit “For Sale or Rent” signs in windows or on the common property, drapes that are not of a neutral colour, aluminum foil in the windows, and the alteration of landscaped areas.

6.7 RENOVATIONS TO YOUR SUITE

Please contact the property management company before undertaking any renovation/upgrade work in your suite. You may require Strata Council’s approval and have to follow building by-laws/code requirements.

6.8 BIKE STORAGE

Assigned bike storage rooms are located in the Parkade of Da Vinci. Access to these storage rooms can be made through the assigned fobs.

6.9 GARBAGE/RECYCLING ROOM

The Garbage/Recycling room is located in the Parkade on Level 1 of Da Vinci. To access the Garbage/Recycling area, simply swipe your FOB against the reader.

6.10 MOVING IN AND OUT

Prior to move-ins or move-outs out of the building, you **MUST** contact your property management to schedule a date and time. They will reserve an elevator for your use and hang protective padding in the elevator cab. It is essential that you make prior arrangements with the property management to use the elevator to avoid conflicts with other move-ins and any scheduled repairs to the elevator.

6.11 RENTING OUT YOUR SUITE

As an owner, you may choose to rent out your suite. However, you must ensure that your tenants are knowledgeable about in-suite features and building procedures. Please familiarize them with the “I am a Tenant” information located in the Customer Care Tab on the Concord Pacific web site.

NOTE: Please remember that the Customer Care Centre cannot accept requests from your tenants to repair items in your suite.

The owner of the suite must report warranty items directly to the Customer Care Centre.

Some owners may wish to hire a property management company to handle the rental of their suite. Prompton Real Estate Services Inc. is the recommended agent for the buildings developed by Concord Pacific and offers a full Rental



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Management Service. Please contact them at 604-899-2333 for full details of their services.

Holiday Home Package: For those owners who do not plan to occupy their suite full time or intend to rent it out to a tenant, Prompton Real Estate Services Inc. offers a Holiday Home Management Service. Prompton will provide regular visits to your suite while you are absent from Vancouver. For full details of this service, please contact them at 604-899-2333.

6.12 PREPARING YOUR HOME FOR LONG ABSENCES

Your home should not be left unattended for any period longer than two weeks. We recommend that for your safety and the protection of your warranty that the following procedures be implemented while you are away:

- Set your thermostat at a minimum of 17 degrees Celsius / 62 degrees Fahrenheit so that interior finishes are not damaged
- Flush your toilets and run the water at your shower/tub/sinks to prevent the occurrence of sewer gas. Not only does this gas create an unpleasant odor, it can also be dangerous
- Turn on your hot and cold water in the suite for at least 15 minutes every two weeks
- Test the smoke alarm to ensure it is functioning properly
- Turn off your hot water, cold water and washing machine taps while you are away to prevent pressure on hoses and valves and to minimize leakage if a hose or valve breaks or ruptures
- Close all blinds and turn off all lights
- Refer to your components map to familiarize yourself with all the shut off valves in your suite.

For those owners who do not plan to occupy their suite full-time or intend to rent it out to a tenant, Prompton Real Estate Services Inc. offers a Holiday Home Management Service. Prompton will provide regular inspections of your suite in between your visits to Vancouver to ensure your home is looked after while you are absent. For full details of this service please contact them at 604-899-2333.

6.13 Ventilation & Condensation

The management of interior humidity is the responsibility of the owner. Maintaining acceptable moisture levels within your home prevents condensation which can cause damage to components within the home. Condensation occurs when the indoor air moisture contacts cold surfaces, such as window glass, water supply pipes and



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toilets. It appears as water droplets. Condensation on interior window surfaces is common during the cold season & is usually the result of humid conditions created within the home combined with exterior climatic conditions. Condensation is not considered to be a warranty issue. If you see condensation, it is advisable to immediately wipe it up.

We create moisture in our homes from cooking, laundry, bathing etc. The indoor humidity level is controlled by the occupant. It is crucial that the occupant regulate proper humidity levels within the home to prevent damage to other components, such as window sills. This can be achieved by ventilation & air circulation.

Ventilate to remove excess moisture in the air

Kitchen Hood Fan should always be used when cooking, especially when boiling or steaming foods.

Bathroom Fan should be on during bathing or showering & remain on for at least 20 minutes afterwards. The Main Bathroom fan is installed and designed to run at low speed for 24/7. From the wall switch it can be manually controlled from low to high speed, but not turned off.

Increase Air Circulation

The corridor air coming into your suite via the gap around your suite entry door is a source of fresh air & helps maintain the air circulation in your suite. It also serves as a safety feature. If a fire occurs in the building the corridor fresh air units are immediately disabled so that the smoke does not enter into the suite. We recommend that you do not install any type of weather stripping or attempt in any way to block this air movement. To allow for even air circulation throughout the suite, open the window coverings daily, keep window sills clear, open room doors &, when suitable, open windows.



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7.0 BUILDING ENTRY SECURITY

7.1 VISITOR & ACCESS CONTROL SYSTEM OPERATIONS

7.1.1 Visitor Access to your Suite

The building is equipped with an Enterphone visitor entry system that allows you to control access to the building from within your suite by use of your telephone and television.

The Enterphone system utilizes a "phone-line" system that enables visitors to connect to your phone whether you are using standard phone service, Voice Over IP (VOIP) Cellular, or digital phone systems as your main telephone device. When a visitor calls you from the Enterphone visitor entry panel, pressing "*" on your telephone keypad will release the door for your visitor to enter the building and issue a credit to allow him time to enter the elevator and press your floor number.

Once you have pressed "*" you will hear the confirmation tones from the Enterphone panel letting you know that the operation was successful. To deny access, simply hang up.

For security reasons, the elevator time credit issued is only for a short period of time and only for the floor on which you live.

7.1.2 Visitor Call Waiting

If you subscribe to Call Waiting with your phone service provider, then you can use this feature for calls from the entry system while you are on an outside call. Typically, you will hear the "call waiting" tones on the telephone, which indicate that you have a visitor. You can then put the outside call on hold and you will now be connected to your visitor at the entry panel. You can then grant access to the visitor by pressing the number "*" on your telephone. To deny access to the visitor, simply hang-up.

7.1.3 Key Fob Access Control

To operate the key fob, simply present it at the proximity reader located at the door, gate or elevator you are entering. Your key fob will unlock the door or gate for only a few seconds to allow you to enter. Your key fob also activates the elevator to stop only at the floor you live on. When you enter the elevator, first present your key fob to the proximity reader and then press the elevator button for your floor. Each key fob has a unique number. The number on your key fob has been assigned to your suite and programmed for access to your



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floor only. If you own more than one suite, you cannot interchange the key fobs. **If any of your key fobs are lost or stolen, please notify your Concierge or Property Management Company immediately.** Additional key fobs can be purchased from your Concierge or Property Management Company.

NOTE: It is important that you carry your key fob with you when you leave your suite, even if you do not intend to leave the building. You will need it to return to your floor.

7.1.4 Keys

Homeowners receive two suite and three mailbox keys. You may have additional keys cut by any locksmith.

7.2 BUILDING SECURITY

Some of the security features in your building include:

- secure parking for residents in the underground Parkade
- lobby & Parkade vestibule security cameras
- an enhanced Enterphone system
- key fobs replacing keys for entry to the building, common areas and parkade. These fobs can be deactivated if lost or stolen; please report lost or stolen fobs to the Concierge or Property Management immediately to be deactivated.
- restrictive elevator access on each floor allowing residents on every floor to have the maximum in security and exclusivity. Your key fob activates the elevator to stop only at the floor you live on and your visitors are given a credit time to enter the elevator and press your floor only. When you enter the elevator, first present your key fob to the proximity reader and then press the elevator button for your floor.

NOTE: Please ensure that the parkade gate is fully closed every time you enter or exit the Parkade. Building security is the responsibility of every resident at Da Vinci.

From time-to-time the property management company & strata council may introduce specific rules and regulations, please follow them accordingly.



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8.0 OPENING YOUR UTILITY ACCOUNTS

8.1 TELEVISION

Cable TV services are available from Novus, TELUS or Shaw. Television outlets are already supplied and ready for hook-up. To begin your service, please contact the customer service representatives at:

Novus	604-642-6688	<u>novusnow.ca</u>
TELUS	604-310-2255	<u>telus.com</u>
Shaw	604-629-8888	<u>shaw.ca</u>

8.2 HYDRO

Please be advised that the electricity for each suite is individually metered by BC Hydro. It is important that you make an immediate **new account application** to BC Hydro. This can be done through the **B.C. Hydro automated service line at 604-224-9376 or on-line at bchydro.com/moving**

Note: You are responsible for your in-suite meter utility effective on the legal possession date [i.e. the next day after the closing date]. You should use this possession day after your suite closes as the date for commencement of your Hydro service.

If an account application is not made quickly, your power supply will be disconnected and will result in additional re-connection charges. We strongly recommend you take immediate action. **Direct all your calls regarding residential account inquiries and new accounts to the BC Hydro automated service line at 604-224-9376.**

8.3 TELEPHONE

Novus

To obtain Novus' Home Phone service, please call Novus at:

Phone: 604-642-6688

Website: novusnow.ca

Telus

Phone: 1-888-811-2323

Website: www.telus.com

Shaw

Phone: 1-888-472-2222

Website: www.shaw.ca



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8.4 INTERNET ACCESS

Your home is equipped with fibre optic internet access by Novus. To begin your service, please contact Novus customer service at: **604-642-6688**

Internet access is available from either Novus, Telus or Shaw.
To begin your service, please contact the customer service representatives at:

Novus	604-642-6688	<u>novusnow.ca</u>
TELUS	604-310-2255	<u>telus.com</u>
Shaw	604-629-8888	<u>shaw.ca</u>



9.0 CARE AND MAINTENANCE OF YOUR HOME

Remember that nothing is maintenance free. Proper care and cleaning is required to preserve the quality of your home. This section is designed to assist you with this. If you have questions regarding the care and maintenance of your suite, please contact the Customer Care Centre and our officers will do their best to provide answers to your questions.

9.1 APPLIANCES

NOTE: For complete instructions on the operation and care of your appliances, please refer to the appliance manuals located under the Appliance Manuals tab in the Customer Care section of the concordpacific.com website.

You may also refer to the printed manuals which were left in your kitchen drawer and shown to you during your Walkthrough Inspection Appointment.

It is important to read through all manuals before using the appliances.

NOTE:

Dryer: Please clean out the dryer lint traps between each load.

Washer: In order to drain your washer in case of a blocked drain or power outage, please use a container/tray and put it under the flap to stop water damaging your flooring. Also, any water spills on the floor needs to be wiped right away.

APPLIANCE	MODEL #	APPLIANCE	MODEL #	SERVICE
24" Miele Fridge	KFN37232ID	30" Miele Fridge	KFN9855IDE	<p>Toll Free Number 1-888-416-2990</p> <p>homeownercare@trailappliances.com</p>
24" Miele Gas Cooktop	KM2012GSS	30" Miele Gas Cooktop	KM2032GSS	
24" Miele Wall Oven	H2265-1B	30" Miele Wall Oven (Convection)	H6280BPSS	
24" Miele Dishwasher	G5056SCVI	30" Miele Hood Fan	PUR88W	
24" Bosch Fridge	B09IB91NSP	30" Miele Hood Fan (Custom)	PUR88WC	
24" Bosch Gas Cooktop	NGM5456UC	30" Bosch Fridge	B30IB905SP	
24" Bosch Wall Oven	HBE5453UC	30" Bosch Gas Cooktop	NGM5056UC	
24" Bosch Dishwasher	SHVM4AYB3N	30" Bosch Wall Oven	HBL5351UC	
Miele Washer	WXD160WCS	30" Bosch Hood Fan	HCP30E52UC	
Miele Dryer	TXD160WP	Panasonic Microwave	NNST785S	



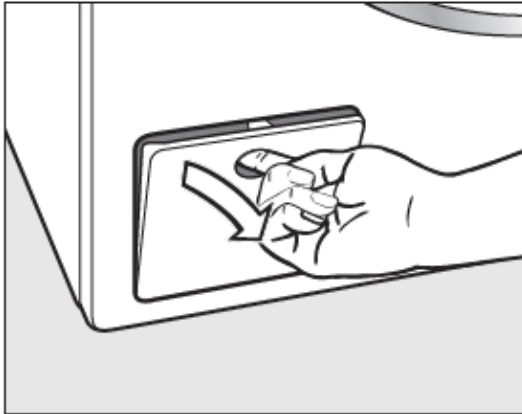
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NOTE: Please refer to the instruction below in the event of a blocked drain outlet or power failure.

Opening the door in the event of a blocked drain outlet and/ or power failure

- Turn off the washing machine.



- Open the drain pump flap.

Blocked drain outlet

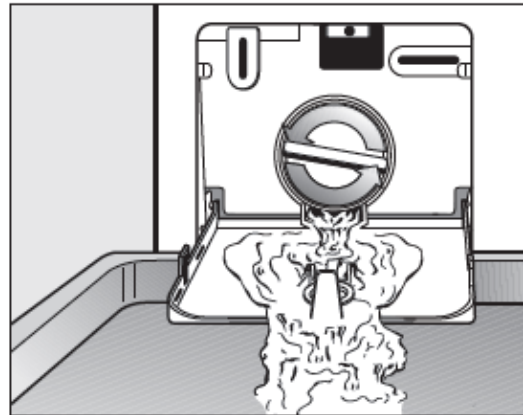
If the drain outlet is blocked, a larger quantity of water can remain in the washing machine.

Risk of scalding due to hot suds. Escaping suds will be hot if laundry has been washed at high temperatures. Carefully allow all suds to drain off.

Draining the washing machine

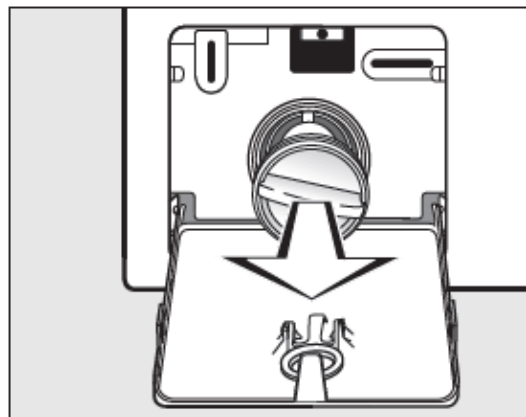
Remove the drain filter, though not completely.

- Place a suitable container under the flap, e.g. a Miele universal oven tray.



- Slowly unscrew the drain filter to let the water out.
- Tighten the drain filter back up again if you need to interrupt the flow of water.

Once the flow of water stops:

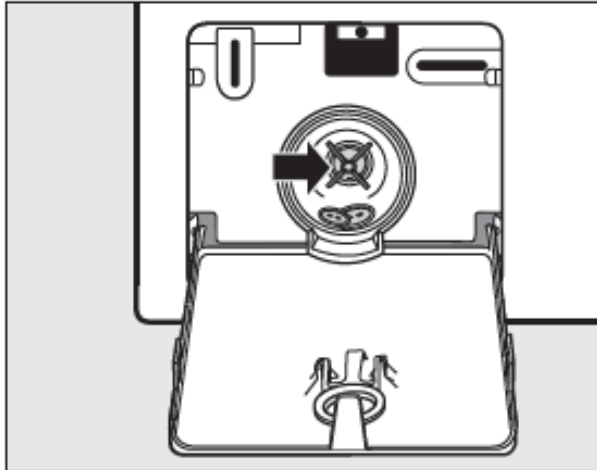


- Remove the drain filter completely.



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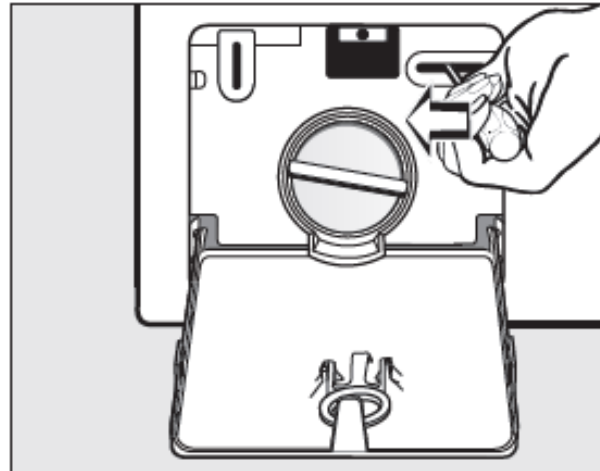


- Clean it thoroughly.
- Remove any foreign objects (e.g. buttons, coins, etc.) and clean the interior. Turn the impellers by hand to check that they rotate freely.
- Replace the drain filter correctly and tighten it securely.
- Close the drain pump flap.

⚠ Risk of water damage
Make sure the drain filter is securely tightened. Otherwise there is a risk of water leakage during use.
Replace the drain filter correctly and tighten it securely.

Opening the door

⚠ Risk of injury due to rotating drum.
Reaching into a rotating drum is extremely dangerous.
Always make sure that the drum is stationary before reaching in to remove laundry.



- Use a screwdriver to unlock the door.
- Pull open the door.



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9.2 BATHROOM SINKS & TUBS

With proper care and maintenance, your acrylic bathtubs & vitreous china sinks will give you many years of enjoyment.

Cleaning and Maintenance Instructions:

- 1- To clean the surface it is recommended that you use common household cleaners (for example: Lysol Basin, Tub & Tile Cleaner, Glass Plus, Simple Green, Mr. Clean, or a mild dishwashing detergent such as Ivory Liquid) Rinse well and dry with a clean cloth.
- 2- Never use abrasive cleaners
- 3- DO NOT allow your sink or tub to come in contact with products such as acetone (nail polish remover), nail polish, dry cleaning solution, lacquer thinners, gasoline, pine oil, wintergreen, etc.
- 4- Remove dust and dirt with a soft, damp cloth.

9.3 CABINETRY

Veneer Cabinets:

Dust veneer cabinets frequently with a soft, lint-free cloth. You may dampen the cloth slightly with water.

Clean up spills, splatters and water spots as they occur. Pay special attention to the areas near the sink and dishwasher as they are more likely to come in contact with moisture. To clean cabinets, use a clean, microfiber cloth and mild soap diluted in water if necessary. Ensure you wipe the cabinet surface dry with a soft, clean cloth.

Note: Do not use abrasive cleaners, scouring pads, steel wool or powdered cleaners.

Do not use aerosol sprays containing silicones or paste waxes, ammonia or ammonia based cleaners. Do not leave wet cloths on or near cabinets. Do not allow oven cleaners or other caustic cleaners to contact the cabinets.

9.4 CHROME & NICKEL FITTINGS AND FAUCETS

Finishes are very durable, however special care must be given in order to maintain many years of service and quality appearance. Do not use abrasive cleaners (Comet, Ajax, etc.) or chemical sprays (Windex, Formula 409, Fantastic, etc.) as they may cause de-plating of the finishes or damage to the plastics. Do use warm water and chamois to remove any soiling. Buff with a soft clean cloth.



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9.5 CLOSET SHELVES

The shelves of your closet system are designed to support light items such as clothing. Care should be taken not to place luggage and other heavy objects on the shelves. Excessive weight may collapse the shelves.

9.6 COUNTERTOPS

Engineered Stone:

- *Do not sit, stand or place heavy objects on countertops.**
- *Do not place hot items directly on the stone surface.**
- *Always wipe up spills immediately to prevent staining.**
- *Always use a cutting board; DO NOT cut any items directly on the countertop.**

Do not use abrasive cleaners, scouring pads, and similar materials as they may damage the surface. Clean with a soft, clean cloth, mild detergent and water or use a product specifically formulated for use on these materials.

Care should be taken in choosing a detergent additive that will not damage the luster of the polish of the engineered stone. High acidic or high alkaline content will remove the shine. Only products specifically designed for use on engineered stone should be used.

Products which are an acid or alkali such as perfume, shampoo, toilet bowl cleaners, Windex, juices, vinegar, soda, etc. will damage these surfaces.

9.7 DRAINS

Maintenance of all drains for plumbing as well as water drainage on balconies and terraces is a maintenance issue and is the responsibility of the owner. Clearing clogged drains is not a warranty issue. To reduce the risk of clogged drains, please

refrain from flushing paper towels, rags, or feminine hygiene products down the water closets. Do not dispose of food waste down drains unless your suite is equipped with a garburator, and then only down the designated garburator drain. Shower drains should be kept free of hair or soap buildups and be cleaned on a regular basis.



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9.8 ELECTRIC CAR PLUG-INS

The Parkade has been equipped with EV plug-in stalls with a receptacle rated for 40Amps/208 volts. If a homeowner wishes to install an EVCC in their stall that is not a plug-in, they would need to have a qualified electrician do the installation. Please consult with your Strata Manager or Concierge for further details on use and billing procedures.

9.9 ELECTRICAL BREAKERS

The electrical breakers, located in the breaker panel box, measure the current passing through a circuit. If there is an excessive draw, the power is interrupted. To reset, open the door of the breaker panel box. All breakers are labeled. Locate the tripped breaker and flip it "Off", then back to the "On" position. If the problem persists, unplug or turn off electrical devices before resetting the tripped breaker.

NOTE: Breakers usually trip because of overloads caused by plugging too many appliances into the circuit, a worn or defective appliance, or operating an appliance with too high voltage or wattage requirement for the circuit. The sudden starting of an electric motor can also trip a breaker. If a breaker trips repeatedly check for any of the above causes before contacting Customer Relations.

9.10 ELECTRICAL OUTLETS

9.10.1 Kitchen Counter Electrical Outlets:

Each electrical outlet is split in two so that the top and bottom receptacles are on separate circuits. This allows you to plug in two high draw appliances in the same outlet without tripping a breaker.

9.10.2 Switched Outlets:

One half of one of the electrical outlets in those rooms which have no overhead light fixture (e.g. living room, bedroom, etc.) is "switched" and is operated by the light switch (marked by a blue dot). A lamp plugged into this receptacle can then be operated by the turning on the light switch. One of the receptacles is "switched" (indicated by a blue dot) and the other is "live" and operates in the same manner as a regular outlet.



9.11 24/7 Bathroom Exhaust Fan Operation

In accordance with the Richmond City Code, the exhaust fan in the main bathroom run 24/7 and regulates/reduces humidity in your suite. The manual light switch controls the exhaust fan and allows you to adjust from low to high speed but will not turn off.

NOTE: Richmond City Code requires the main bathroom fan to run 24/7 on low speed.



Typical Bathroom Fan

9.12 FLOORING

The highest quality flooring materials have been installed in your home, and their life will be prolonged with regular cleaning. For preventative maintenance, an entrance mat is the most basic requirement. Please note that rubber, foam back or plastic mats may discolour some flooring materials.

9.12.1 Marble & Porcelain Tile Flooring:

Wash with water and a pH neutral cleaner; rinse with warm water and allow to dry. Always wipe up spills immediately to prevent staining of the grout.

Note: It is the homeowner's responsibility to re-seal the grout with a certified grout sealant. This should be done on an annual basis. You can purchase a grout sealer from your local home improvement store.

9.12.2 Laminate Flooring:

A few moments of care and a little common sense can go a long way in keeping your new laminate floor looking its best.

Routine Maintenance: Use a damp cloth to blot up spills as soon as they happen as excess water can damage the surface and seep into the seams of the flooring.

- 1) Sweep, dust or vacuum the floor regularly (once or twice a week). Use a broom with soft bristles and/or a vacuum with the hardwood attachment only.
- 2) Periodically clean the floor with cleaning products made specifically for laminate floor care.
- 3) DO NOT wash or wet mop the floor with soap, water, oil-soap, detergent, or any other liquid cleaning material. This could cause swelling, warping, delamination, and joint-line separation, and void the warranty.
- 4) Do not use steel wool, abrasive cleaners, or strong ammoniated or chlorinated type cleaners.
- 5) Do not use any type of buffing or polishing machine.

Environmental Protection:

- 1) Entry mats will help collect the dirt, sand, grit and other substances that might otherwise be tracked onto your floor.
- 2) To prevent slippage of area rugs, use an approved vinyl rug underlayment.
- 3) Use floor protectors and wide-load bearing leg bases/rollers to minimize the chance of indentations and scratches from heavy objects.
- 4) Remember, preferable temperature should be approximately 17-23°C (62-73°F with a relative humidity of 54-60%. Humidity should never be allowed to drop below 30% as this may cause gapping.
- 5) Avoid excess exposure to water during periods of inclement weather.
- 6) Keep your pet's nails trimmed to prevent them from scratching your floor

Caution Note: Flooring surfaces can be damaged by high-heeled shoes due to the extremely high compression force they generate. Such footwear can produce dynamic loads in excess of 1000 pounds per square inch, even when worn by someone of slight or average build. Floor protectors (Felts) should also be used on the feet of furniture to avoid scratches.

9.13 GROUND FAULT CIRCUIT INTERRUPTER (GFCI)

All the outlets in the bathrooms and kitchen are connected to a GFCI. If there is ground fault, the power is interrupted. To reset, simply push the designated reset button on the outlet. Test the GFCI outlet once a month to ensure it is working properly. To test, simply press the test button while operating an appliance (e.g. razor). Pressing this button creates a short and power should be terminated. To reset, press the designated reset button on the outlet.



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9.14 Heating/Cooling

Note: A setting of at least 17 degrees Celsius/62 degrees Fahrenheit is required to maintain the interior finishes in your suite.

Heating and cooling in your home is provided by an in-suite “water source” fancoil unit. The fancoil pushes air across a hot or cold water coil. When your thermostat calls for heating, a control valve will open and hot water will flow through the fancoil’s heating coil, the fan will force air across the coil and heat your suite. When the thermostat calls for cooling, a control valve will open and chilled water will flow through the fancoil’s chilled water coil, and cool your suite. When your suite temperature meets the thermostat setting, the coil valve will automatically close.

The fancoil unit is generally located in the ceiling of the den, hallway or closet of your suite. There is an access panel with either a single or double panel door, (depending on the suite size) that will allow access for servicing. Air is distributed throughout your suite in ductwork located near the ceiling.

Fancoils have heating and chilled water lines connected to the building’s water source supply lines. The units also have a condensate drain line which collects water during the summer months when you operate in cooling mode. Condensate collects in a pan located at the end of the unit then drains into a building drain riser.

NOTE: It is very important to regularly service your fancoil unit. Condensate pans and drain lines can become plugged with dust and debris during regular operation. If not serviced, drain lines can become blocked and result in water backing up and spilling into your suite damaging finishes.

Twice yearly service, with filter changes, cleaning of the fancoil drain pans and testing of the heating and cooling valves are required to maintain units and ensure proper operation.

Regular ongoing fancoil filter maintenance is also the responsibility of the Homeowner. Filters need to be changed twice a year (Spring & Fall). Please check with your strata manager for further maintenance information.

Failure to maintain the fan coil on a regular basis will void the warranty.



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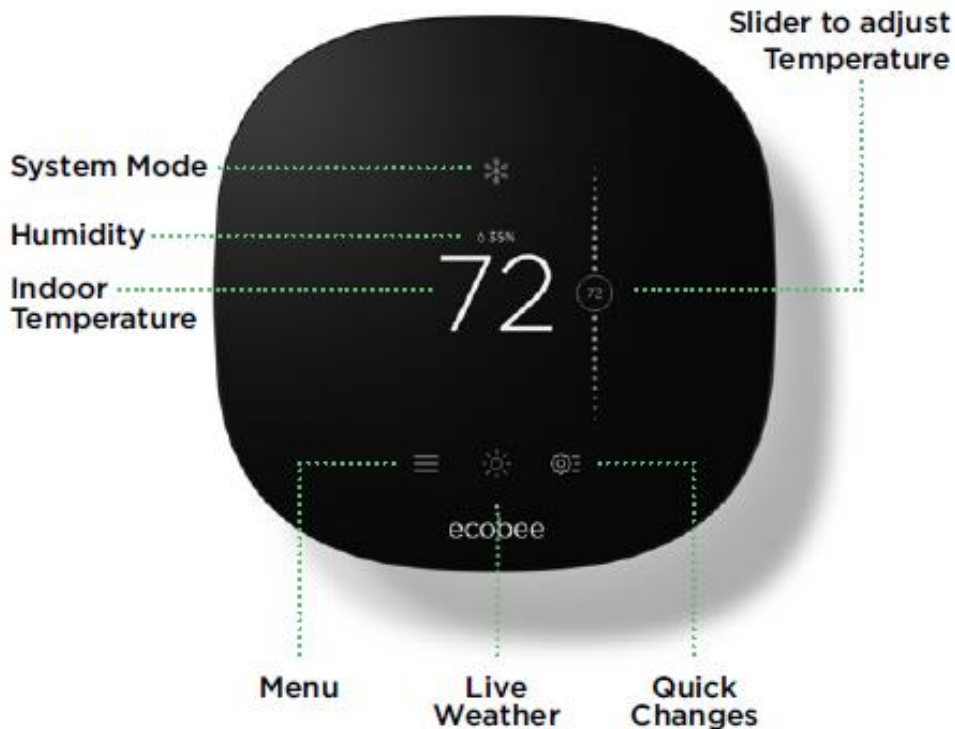
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Ecobee3 Thermostat

Note: Please refer to your Ecobee3 manual for detailed instructions.

MEET YOUR ECOBEE

Here's what you'll see on the home screen:



NOTE: You can watch a video on the link below for how to use your Ecobee3 Lite thermostat:

<https://www.youtube.com/watch?v=oDY-2xZbfIE>

MEET YOUR ECOBEE

And here's what that means:

System Mode

Shows your current ecobee setting [heat/cool/auto/off]

Menu

Allows you to control your system, schedule a vacation, and more

Humidity

Shows the indoor humidity in your home

Weather

Shows the local weather and forecast for the week

Temperature

Shows the temperature in your home

Quick Changes

Touch this button to easily switch from Home and Away





Slider to adjust

Temperature

Slide the bubble up or down to adjust your preferred temperature

MEET YOUR ECOBEE





These system mode icons are shown on the Home screen and in Quick Changes.

 <p>Heat Your system is in heat mode. A white icon means your system is off. An orange icon means your system is running.</p>	 <p>Cool Your system is in cool mode. A white icon means your system is off. A blue icon means your system is running.</p>
 <p>Fan Your fan is currently running.</p>	 <p>Auto Your system is in Auto mode, meaning your system will heat or cool as required.</p>









MEET YOUR ECOBEE

More common icons you'll find:





Home Screen

 Menu	 Menu (with notification)	 Weather	 Quick Changes
---	--	--	--

Menu

 Registration	 System	 Reminders and Alerts	 Schedule
 Vacation	 Settings	 Comfort Settings	 About

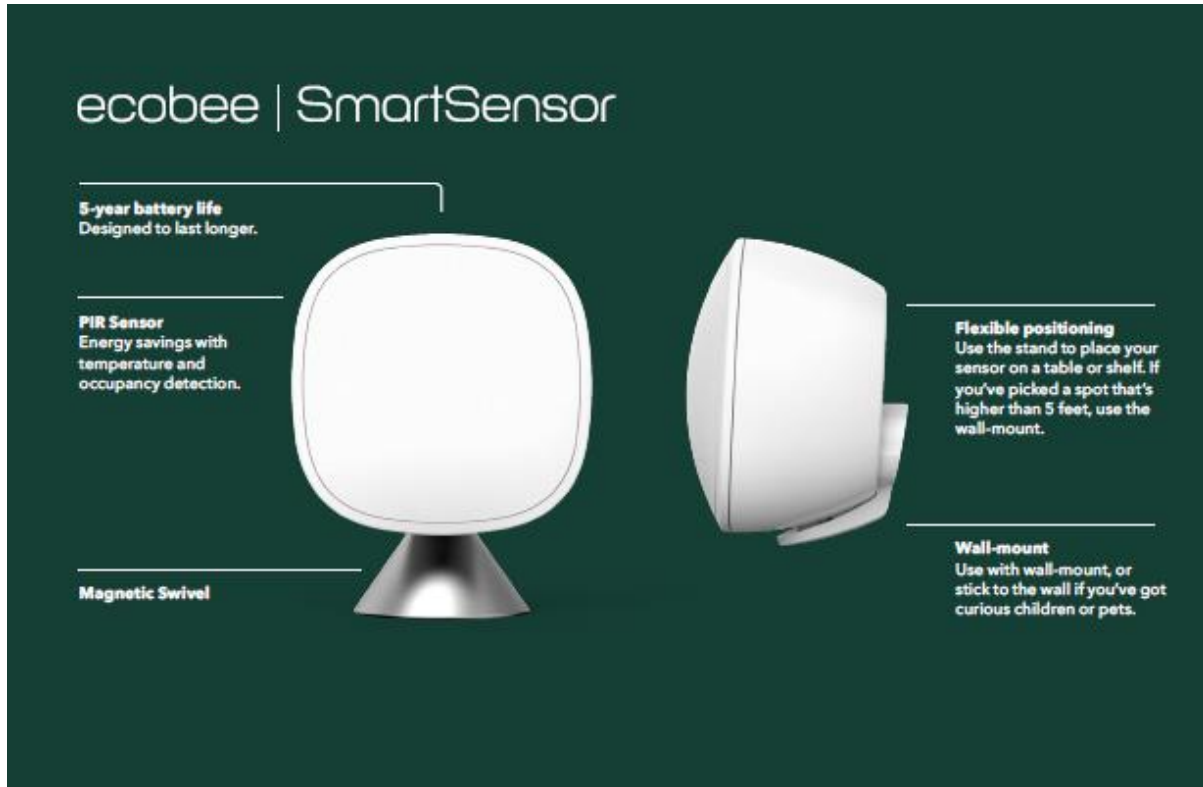
Comfort Settings

 Home	 Away	 Sleep	 Custom 1 (of 5)
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The remote thermostat sensor with a sixth sense for your comfort and peace of mind.



Comfort where you need it

Place sensors in the rooms that matter most to experience comfort that stays with you.



Designed for longevity

SmartSensor comes with a battery life of up to 5 years.



Works with ecobee Smart Security

SmartSensor works as a motion sensor with Smart Security, which sends notifications and detects motion when the home is armed.



Easy installation

No wires, installs in seconds. Use the app to effortlessly connect SmartSensor with ecobee thermostats.



Set up made simple

Scan the QR code and learn more about pairing your ecobee SmartSensor in a few simple steps. You'll also discover a convenient how-to video located in the "setup and features" section of the site.



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9.15 KITCHEN BACKSPLASH

Porcelain Tile:

Regular maintenance of your tile backsplash will keep it looking as good as it did when it was installed.

Wash with water and a pH neutral cleaner; rinse with warm water and allow to dry. Always wipe up spills/splashes immediately to prevent staining of the grout.

NOTE: It is the homeowner's responsibility to re-seal the grout with a certified grout sealant. This should be done on an annual basis. You can purchase a grout sealer from your local home improvement store.

9.16 LIGHT FIXTURES

The ceiling above your Dining room has been wired for a ceiling fixture. A temporary fixture has been provided for inspection purposes. Please use a licensed electrician when installing your decorative fixture in order to not void warranty.

NOTE: Light bulbs are a maintenance item. These can be purchased from an electrical supply store. Before requesting warranty service, ensure that you have tried replacing the **LED** bulb or tube in your fixture.

9.17 MIRRORS AND MIRROR FRAMES

To clean the mirror, use a soft cloth with just water first. Foam base cleaning solution is preferred, but you may use a non-alkaline base and ammonia free cleaning solution if necessary. Never use abrasive material on mirrors which can "attack" the surface of the glass or which can cause scratches. Put the cleaning solution directly on the cloth instead of spraying directly on mirrors and do not leave the cleaning solution on the mirror after cleaning.



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9.18 PAINTED SURFACES

The colours of the walls and wood trim paint have been chosen by an interior designer to coordinate with your in-suite colour scheme. Your in-suite paint schedule is shown below.

ALL PAINT is from Sherwin-Williams

The closest Sherwin-Williams paint store is:

8555 Sea Island Way, Richmond, BC V6X 0A8
(604) 275-8266

PAINT SCHEDULE (ALL SUITES)

Area	Product	Code	Color
General Ceiling Paint Throughout	Sherwin Williams	B30WQ8451	Oxford White BM-CC-30
General Wall Paint Throughout	Sherwin Williams	B20W3050	Oxford White BM-CC-30
Colour Match For Townhome Entry Doors	Sherwin Williams	B66T1154	SW-2856 Fairfox Brown

9.19 PLUMBING FIXTURES

Plumbing Pipes: Care should be taken not to bump plumbing pipes while moving objects around in the cabinet under the sinks. You could dislodge the pipes and cause leaking.

Shower: The shower fixture is made to conserve water. The showerhead ensures normal pressure while a restricted volume of water is used.

Toilets: Please flush only normal waste and toilet tissue down the toilet. Kleenex and paper towels, diapers will not break down sufficiently and may cause blockage if flushed.

NOTE: DO NOT use tank cleaners that have chlorine or bleach as they may damage the flapper valve and other components in the toilet tank. Any damage resulting from these products is not covered by the warranty.

Green Staining: You may notice a green stain forming on your sinks and bathtubs. This is caused by copper salts in the water and is a normal condition in our water supply. This condition is sometimes referred to as “green rust” and is most noticeable in bathrooms where the grease from hand and body soaps causes it to adhere to bathroom fixtures. Frequent cleaning will prevent build up.

9.20 SMOKE ALARM

If the alarm is set off by mistake, open windows to clear any smoke in the area of the detector. To keep your unit in good working order, it should be vacuumed monthly. Use a soft brush or wand attachment, and vacuum all slots in the cover and sides.

Note: Check the smoke alarm every week by pressing the test button and holding until the smoke alarm sounds, then release. A loud pulsating sound will indicate it is functioning properly. A continuous green light located behind the slotted case indicates that the smoke alarm is receiving AC power. **DO NOT** disconnect your smoke alarm for any reason.

9.21 STAINLESS STEEL SINKS

Clean with a soft cloth, mild detergent and water. To restore the original deep lustre, use a liquid or paste metal polish such as *Vim*. Do not use abrasives or scouring pads - they will take away the special finish.

Do not use metal scouring pads, as they will scratch and cause rust stains in the sink. If using a rubber sink mat, be sure to remove it when not washing dishes. Organic particles may decay under the mat, causing the sink to stain.

9.22 Suite Alarm Systems (if applicable)

For suites that have been equipped with an in-suite security alarm system, please note that each system includes a keypad, door/window sensors, motion detector, and an audible alarm.

Other suites have been pre-wired for an alarm system. If you wish to have an alarm system installed in your suite, you may contact any Alarm Company of your choice.

For detailed instructions on how to operate your alarm system, please refer to your operations manual.

The default master code for your system is 1 2 3 4. You may change your master or access codes; however, it is your responsibility to retain these new numbers if you or your tenant changes the master code.

NOTE: Restoring your security codes is not a warranty issue.



Model: DSC PC1616 control panels with the DSC RFK5500 keypad

9.23 TAPS

Clean faucets with clear water and dry with a clean soft cloth. Do not use soaps, acids, polish, abrasives, harsh cleansers or a cloth with a coarse surface. They may cause de-plating of the finishes, or damage to the plastics.

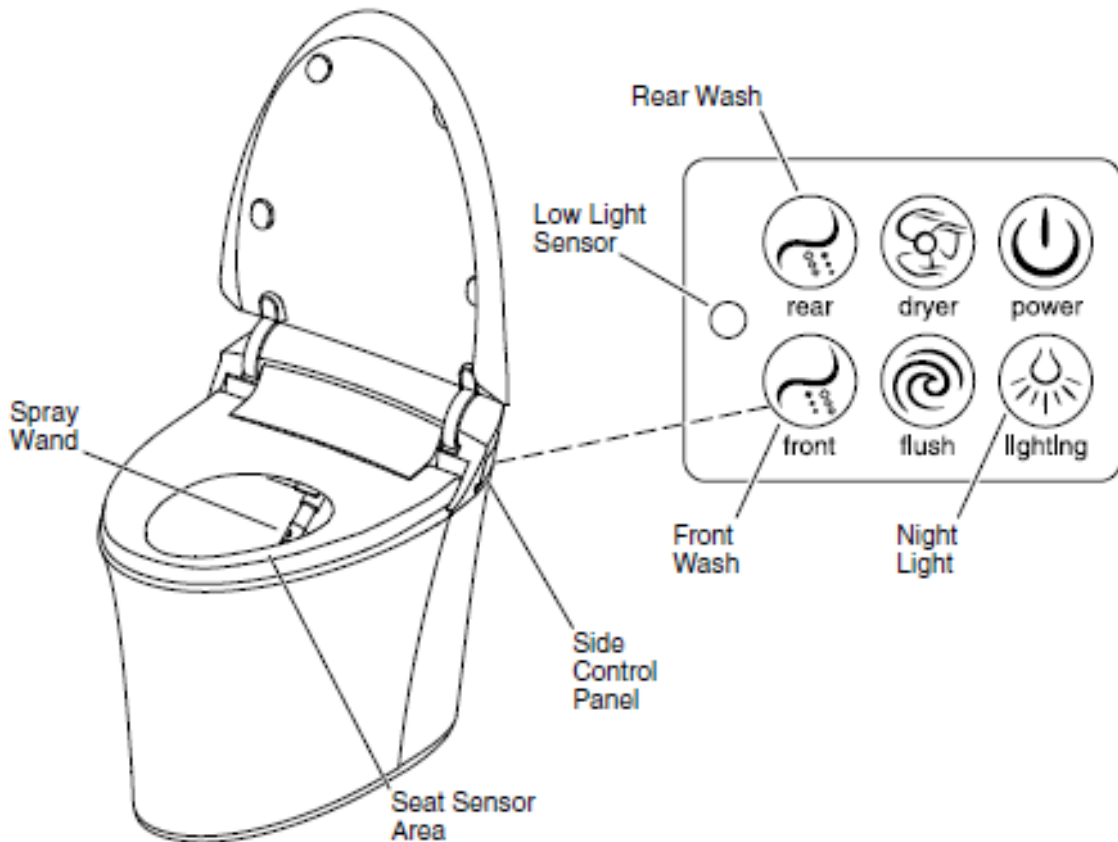


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9.24 Veil Toilet (Kohler Intelligent)

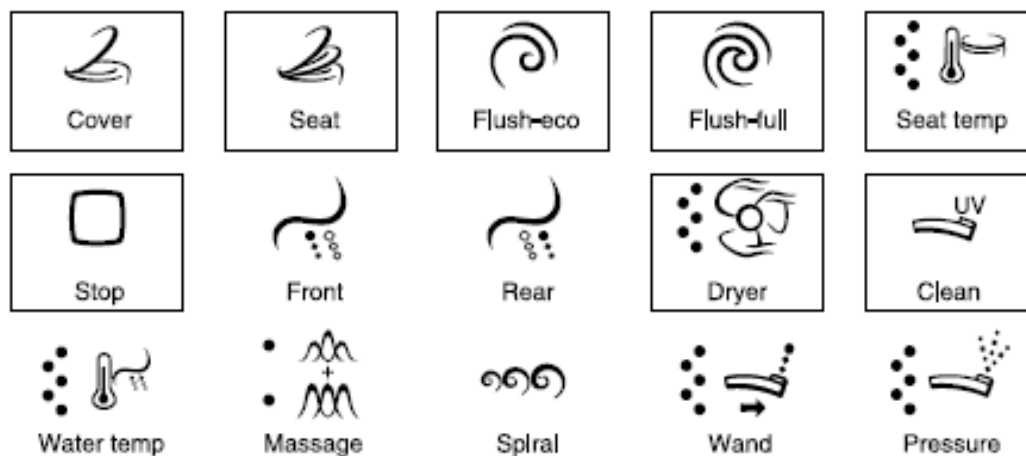
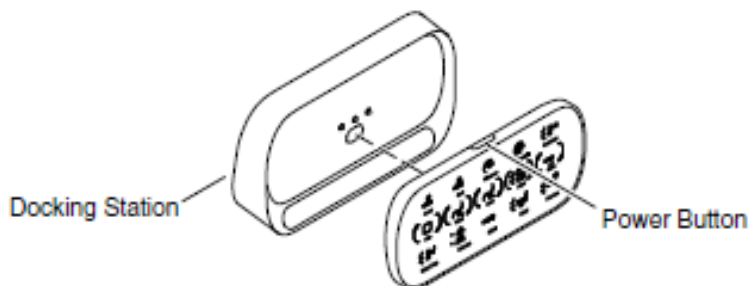
Note: Please refer to your Kohler Intelligent Veil Toilet manual for detailed instructions.



Manual Operation

NOTE: When the cleansing wash features are activated from the side control panel, they will default to the middle temperature, pressure, and wand position settings.

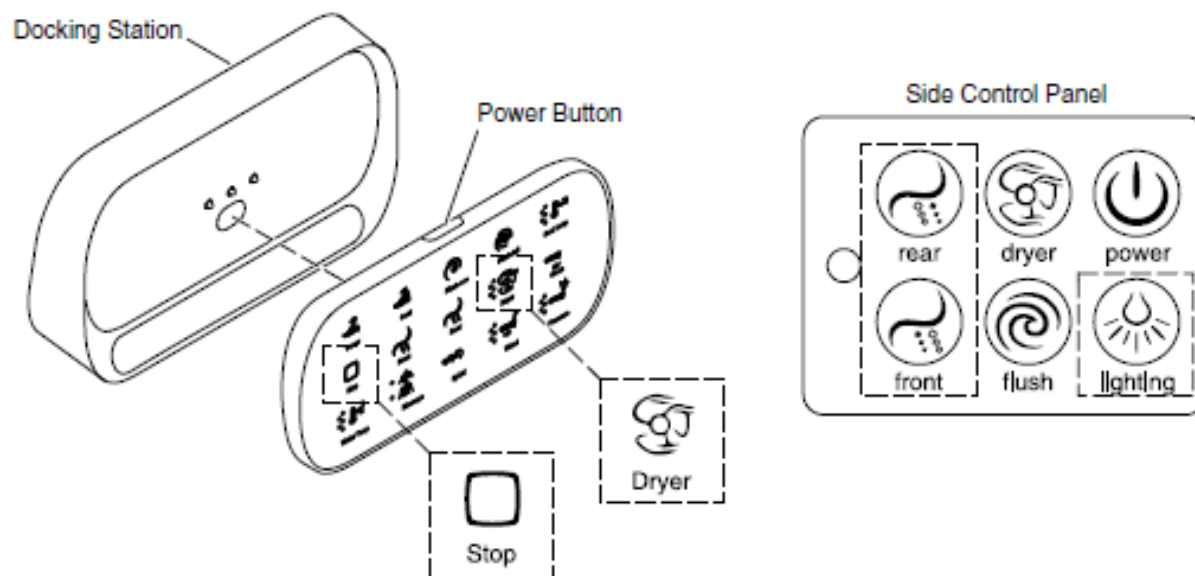
- ❑ "rear" - Press the icon to activate rear wash. Press again to stop rear wash.
- ❑ "dryer" - Press the icon to activate the dryer. Press again to stop the dryer.
- ❑ "power" - Press the icon to turn the power on. Press again to turn the power off.
- ❑ "front" - Press the icon to activate front wash. Press again to stop front wash.
- ❑ "flush" - Press the icon to flush the toilet.
- ❑ "lighting" - Press the icon to turn the nightlight off. Press again to turn on the nightlight on.
- ❑ Low Light Sensor - Senses low light levels and turns the nightlight on.



Remote Control - General Features

IMPORTANT! To activate features using the remote control, the remote must be paired with the toilet. Refer to the "Remote Control – Setup" section.

- ❑ **Power** - Press the power button to turn the remote control on or off.
- ❑ **Seat Cover** - With the seat unoccupied, press this "Cover" icon to open or close the cover.
- ❑ **Seat** - With the seat unoccupied, press the "Seat" icon to open or close the seat.
- ❑ **Eco Flush** - Press the "Flush-eco" icon to flush the toilet with 0.8 gpf (3 lpf).
- ❑ **Full Flush** - Press the "Flush-full" icon to flush the toilet with 1.6 gpf (6 lpf).
- ❑ **Heated Seat Temperature** - While seated, press the "Seat temp" icon, then press again to increase or decrease the temperature. The dots to the left of the icon indicate the temperature setting. There are five settings.
- ❑ **Stop** - Press the "Stop" icon to stop the cleansing wash, dryer, deodorizer, and UV sterilization. Press and hold to turn off the remote control.
- ❑ **Dryer** - While seated, press the "Dryer" icon to activate air flow. Press again to increase or decrease the temperature.
- ❑ **UV Disinfection** - With the seat unoccupied, press the "Clean" icon to initiate wand disinfection. The feature is active when the icon is blinking.



Remote Control - Setup

NOTE: The remote control must be charged to operate. The "Stop" icon will blink when the remote needs to be charged.

Charging the Remote

- ❑ Verify that the docking station has batteries installed. Refer to the "Replacing the Batteries" section.
- ❑ Place the remote control on docking station.
- ❑ The remote is fully charged when the "Stop" icon stops blinking.

Pairing to the Toilet

IMPORTANT! The remote control cannot be paired to the toilet while the toilet is occupied.

NOTE: The icons on the bottom row of the remote control will flash when the remote is not paired or is out of range of the toilet.

- ❑ Press the power button to turn on the remote control.
- ❑ Move the remote control within close proximity to the toilet. The bottom row of icons should be flashing.
- ❑ Press and hold the "lighting" icon on the side control panel. Release the icon after the nightlight blinks three times.
- ❑ Press and hold the "Dryer" icon on the remote control.
- ❑ While holding the "Dryer" icon on the remote control, press and hold the "rear" and "front" icons simultaneously on the side control.
- ❑ When pairing is successful, the bottom icons will stop flashing.



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9.25 WATER PRESSURE

Your building has been designed to Richmond energy bylaws, which require lower water consumption; therefore, you may notice lower pressure and flows in the plumbing fixtures than you have experienced in other cities or past residences.

9.26 WATER & GAS SHUTOFF VALVES

Water Shutoff: The domestic suite water shutoff valves are located behind the access panel with the "Water Shut Off" label affixed to it. It is important to familiarize yourself with these locations and to maintain clear access at all times.

Gas Shutoff: The stovetop gas shutoff valve is located below the stovetop, accessible at the rear of the drawer beside the oven. In the event of any gas smell with the stovetop turned off, reach beneath and to the back of the drawer to turn the valve off.

Fridge Ice Waterline Shutoff (if applicable): Fridge Ice shut-off valve is located under the kitchen sink. It is important to familiarize yourself with these locations and to maintain clear access at all times.

NOTE: In the event that you are unable to locate the Fridge Ice Waterline Shutoff, please shut off the main water shut off valves.

Dishwasher Valve: Located underneath the sink on the dishwasher side, there are 2 small handles near the back. Please ensure to turn these off at the first sight of a leak.

Hose Bib Valve (HB Shut-Off Valve): There are some units with hose bib located on their patio. These hose bibs are "anti-frost" as per the manufacturer however, it is recommended to turn off the hose bib shut-off valve during the cold seasons. The hose bib shut-off valve is located close to the main water shut-off valve inside the unit.

9.27 WALL TILES

Tiles should be wiped down after every shower or bath to help prevent mildew. A liquid silicone sealer should be applied to wall tiles and grout areas every year to prevent water from penetrating the grout and from seeping into the drywall behind.

NOTE: It is the homeowner's responsibility to re-seal the grout with a certified grout sealant. This should be done on an annual basis. You can purchase a grout sealer from your local home improvement store.



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9.28 WINDOW BLINDS (Roller)

Roller blinds offer privacy and elegance in your new home. To lower or raise the blinds use the extendable wands. It is suggested to keep the wands close to the windows.

Regular dusting with a feather duster, a blind duster or vacuuming will extend the life and beauty of this product.

DO NOT use steam, hot water, bleach or any abrasive or solvent-based cleaners. To ensure proper drying, provide adequate ventilation for shades.

9.29 WINDOWS & RAILING GLASS

Insulated windows have been installed throughout your home. Rainwater should drain out the weep holes. If water starts to accumulate, check that the holes are not blocked. Ensure windows are closed tightly during rainy weather.

To clean the glass, start by cleaning dust, mirror marks and deposits (i.e. finger marks) with clean, cold or lukewarm water. It is permissible to add a half cup of vinegar to each gallon of water. Remove grease and film deposits with a mild soap detergent (one part detergent to 2000 parts water) followed by a clean rinsing with cold or lukewarm water. After cleaning, the glass should be dried with a clean squeegee, airflow or clean soft cloth.

Use alcohol solutions with extreme care to remove soluble materials. Solvents should not be allowed to run to the edge of the glass as they will damage weather stripping, sealing, glazing and caulking compounds, thereby voiding warranty.

NOTE: DO NOT REMOVE or adjust the window restrictors.

In accordance with building code safety requirements for window heights, operable windows less than 1070 mm (3'6") above the floor are required to have a restraining device to prevent the window from opening more than 100 mm (4").



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10.0 LEGAL DISCLAIMER

This manual has been prepared on behalf of the Developers of Da Vinci project for general reference and convenience of the owners in Da Vinci. The information in this manual was compiled on June 6th and is generally believed to be accurate at the time of completion. The Developers are not liable for any incorrect information or misrepresentation contained in this manual. Should there be any conflict between the information contained in this manual and provisions of the applicable Purchase Agreement and/or the Disclosure Statement (collectively the "Legal Documents"), the provisions of the Legal Documents govern.