

A modern multi-story residential building with balconies and a courtyard with outdoor furniture and a fire pit. The scene is set during the golden hour, with warm sunlight filtering through the trees and creating a soft glow. The building features large glass windows and balconies with glass railings. The courtyard is furnished with a dark grey sofa, wooden chairs, and a black coffee table. A large, round, light-colored fire pit with a fire burning inside is in the foreground. The overall atmosphere is serene and inviting.

MARLIN SPRING

Homeowner Care Guide

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Welcome to Your New Home

Congratulations on your new Marlin Spring home! We're pleased to welcome you to our ever-growing family of homeowners.

Buying a home is not only a big decision but a big investment. We recognize this – which is why we put a lot of care, pride and workmanship into your home.

In this handbook, you'll discover everything you'll need to know about your homeowner journey, from getting your keys to information about your warranty to home-care tips and more. We hope you'll find this information helpful, and that your transition into your new home will be easy and enjoyable.

Thank you, again, for trusting us with building your home – a home that'll provide enduring value for generations to come.





We would recommend that you schedule your movers the day after you are scheduled to take possession of your home.

Preparing for Occupancy

Communication With Your Lawyer

This is an exciting day; your date of possession is here! To ensure a smooth transaction it is important that you communicate with your legal representative to ensure that all requirements and obligations for the key hand-over are met. Please make sure we have your most recent contact information, we will be contacting you in the late afternoon to pick up the keys once we receive confirmation from Marlin Springs lawyer that all requirements have been met.

Occupancy Permit

In order for a homeowner to take possession of their home a City Inspector completes a final inspection to ensure the home was built per the *Ontario Building Code* (OBC) and to sanction that the home is habitable to live in. Without the occupancy permit a homeowner is unable to take possession of it.

Scheduling Movers

We would recommend that you schedule your movers the day after you are scheduled to take possession of your home. Taking into consideration that the keys are typically not released until the late afternoon. Though rare, there are also circumstances that may prevent the keys from being released. Due to liability reasons we are unable to release the keys or move anything into a home until all obligations and requirements have been met.

Elevator Booking

Homeowner's are required to complete an "Elevator Booking" form with the Property Management Office at least 24 hours in advance. For your convenience the Property Management will dedicate an elevator for your move in date. You will have a devoted time period to help make the move in process a smoother one.



When using the chute please select the appropriate destination: recyclables, organics or garbage.

Insurance

The Corporation's Insurance does not cover items within your suite or your personal belongings. We recommend all homeowners obtain insurance as follows: liability insurance, content insurance, betterments and improvements insurance, loss assessment insurance including insurance deductible coverage. Consult with your Insurance's Adjuster for further recommendations.

Garbage & Recycling

We kindly ask that you be considerate of your neighbours, and only use the garbage chute between the hours of 8:00 a.m. and 10:00 p.m. All garbage must be properly drained and double-bagged to prevent any undue odor, mess or damage during its passage through the garbage chute located on each floor.

When using the chute please select the appropriate destination: recyclables, organics or garbage. All waste must be firmly pushed through the chute and not left in the access area.

Interim Occupancy

The interim occupancy period is between occupancy (when you take possession of your home) and the final closing (when you will take title of the property and thus require a mortgage). During this time, homeowners are required to pay a monthly interim occupancy fee, which includes:

- Common Expense Fee (maintenance/condo fees)
- Property Taxes: An amount reasonably estimated by the vendor for municipal realty taxes
- Interest on the unpaid balance of the total purchase price at the prescribed rate as specified in the condominium act

Final Closing

Your final close date will be set after the condo corporation has been registered with the Municipality.

Registration is when the condo corporation has been registered with the municipality's land registry office. It can be a lengthy and complex process which involves several conditions that need to be met and approved. It can take several months after occupancy for registration to be completed.

Marlin Spring will determine your final close date after the condo corporation has been registered with the municipality. Once completed a Marlin Spring lawyer will notify your lawyer directly of your close date. You will have approximately 21 days to prepare for your mortgage.

On your final closing date, the deed will be transferred to your name, you must make the necessary financial arrangements and pay the balance of your purchase price. Some homeowners may have Occupancy and Final Closing on the same date. This will typically occur if the project has been turned over to the Condominium Corporation prior to your date of possession.

PDI Items

Once you have completed your pre-delivery inspection, our service team will begin to identify and complete items that have been recorded on your inspection report. These deficiencies will be assigned to the appropriate trades and will be completed in a timely manner. Once you take possession of your home we recommend that you review any items that you identified at your PDI and confirm if they have been addressed to your satisfaction. Though we strive to complete as many items as possible prior to you moving in there may be some items that could not be completed due to trade schedules or an item that needs to go into production. Any items that may not have been completed should be added to your 30-day list.

What to Expect When You Move In

We share in your excitement in moving into your new home. We prioritize on the completion of the interior of your home first, so we can hand you over the keys.

When moving into a new community under construction, you can expect ongoing construction activities for several months after you move in. Safety is of the utmost important to us, we kindly ask you to be mindful of the activities around you and take appropriate precautions.

Possible site conditions upon move-in:

- Elevators may be shared with construction workers
- Incomplete finishings and protective coverings in the elevators and in common areas
- Amenities may not be fully operational at time of occupancy
- Construction noise-during hours permitted as per the noise by-law
- Various outdoor areas will be outstanding until temperatures are more favorable for exterior works

We will continue to work to minimize the impact that the on-going construction may have and thank you for your cooperation and understanding as we work to complete the community.

Customer Care – We Are Here for You!

We have a dedicated Customer Care team that is available to address any concerns you have from the day you take possession of your home and throughout your warranty period.

They offer homeowners a personalized approach and are responsible to ensure rectification of any warranty deficiencies. They are experts in the standards set by Tarion, the organization charged in administering the *New Home Warranty Act*, and governing home builders in the province of Ontario.

It can take several months after occupancy for registration to be completed.



Your New Home Warranty

Tarion's Role

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

By law, all new homes built in Ontario are provided with a warranty by the builder. Tarion's role is to ensure that buyers of newly built homes in Ontario receive the coverage they are entitled to under their builder's warranty. Some of Tarion's responsibilities include:

- Educating new home buyers and new home owners about their warranty rights and responsibilities
- Facilitating a fair resolution of disputes between homeowner's and builders over warranty coverage, repairs or customer service
- Administering the "MyHome" online portal, which allows homeowners to manage their warranty and report defects to the builder and Tarion
- Assessing warranty claims to determine if they are valid either through an on-site inspection or alternative method of investigation
- Managing a guarantee fund to protect new buyers, out of which compensation for warranty claims is paid

As a new homeowner, you have certain rights, responsibilities and obligations under the new home warranty.



The Builder's Role

The builder's responsibilities under the warranty include:

- Ensuring that your new home is built properly. This means that it is constructed in accordance with *Ontario's Building Code*, is fit for habitation, and is free from defects in workmanship and materials and major structural defects
- Conducting a pre-delivery inspection (PDI) with you, on or before the closing date and explaining how the various systems in your home work
- Providing you with information about your warranty coverage at the time of purchase
- Providing you with a warranty certificate upon your home's completion, which indicates when your new home warranty takes effect
- Being reasonably accessible to you to address customer service issues, including investigating your issues with your home to determine if they are covered by the warranty
- Resolving valid warranty requests in a timely manner by performing repairs or offering an acceptable alternative resolution

Your Role as a Homeowner

As a new homeowner, you have certain rights, responsibilities and obligations under the new home warranty. These include:

- Understanding your warranty coverage and the process for making warranty service requests and claims
- Participating in the pre-delivery inspection (PDI) by making note of incomplete, damaged, or missing items, and learning how to operate your home's systems
- Properly maintaining your home in order to preserve your warranty coverage
- Bringing any warranty service requests to your builder's attention in writing as soon as possible
- Providing your builder with reasonable access to your home to investigate and address warranty service requests
- Ensuring that your warranty forms are submitted within the appropriate timelines

Once you take possession of your home you can register for “myhome” on the Tarion website www.tarion.com/myhome. In order to enroll you will need your enrolment number found on the top corner of your certificate of completion and possession (CCP) also known as your warranty certificate.

We encourage you to familiarize yourself with your new home warranty by visiting the Tarion website at www.tarion.com.

Tarion has some valuable resources to help homeowners protect their investment.

www.tarion.com/resources/publications/64091/warranty-coverage-new-homes-ontario-condominium-edition

www.tarion.com/sites/default/files/2019-09/CE_CPG_09_19_0.pdf

www.tarion.com/resources/videos/your-new-home-warranty-first-year

One-Year Warranty (Beginning on The Home’s Date of Possession)

- Free from defects in materials and workmanship
- Protects against unauthorized substitutions
- Meet *Ontario Building Code* (OBC) violations
- Requires home to be fit for habitation

Two-Year Warranty (Applies for Two-Years, Beginning on The Home’s Date of Possession)

- Water penetration through the basement or foundation walls
- Defects in materials or work that result in water penetration into the building envelope
- Defects in materials and work in the electrical, plumbing and heating delivery and distribution systems
- Defects in materials and work which result in detachment, displacement or deterioration of exterior cladding (such as brickwork, aluminum or vinyl siding)
- Violations of *Ontario Building Code* regulations under which the Building Permit was issued, affecting health and safety, including, but not limited to, fire safety, insulation, air and vapour barriers, ventilation, heating and structural adequacy

Seven-Year Warranty

Major structural defects such as failure of a load bearing element or significant portion of the building affecting the ordinary purpose of a residential dwelling.

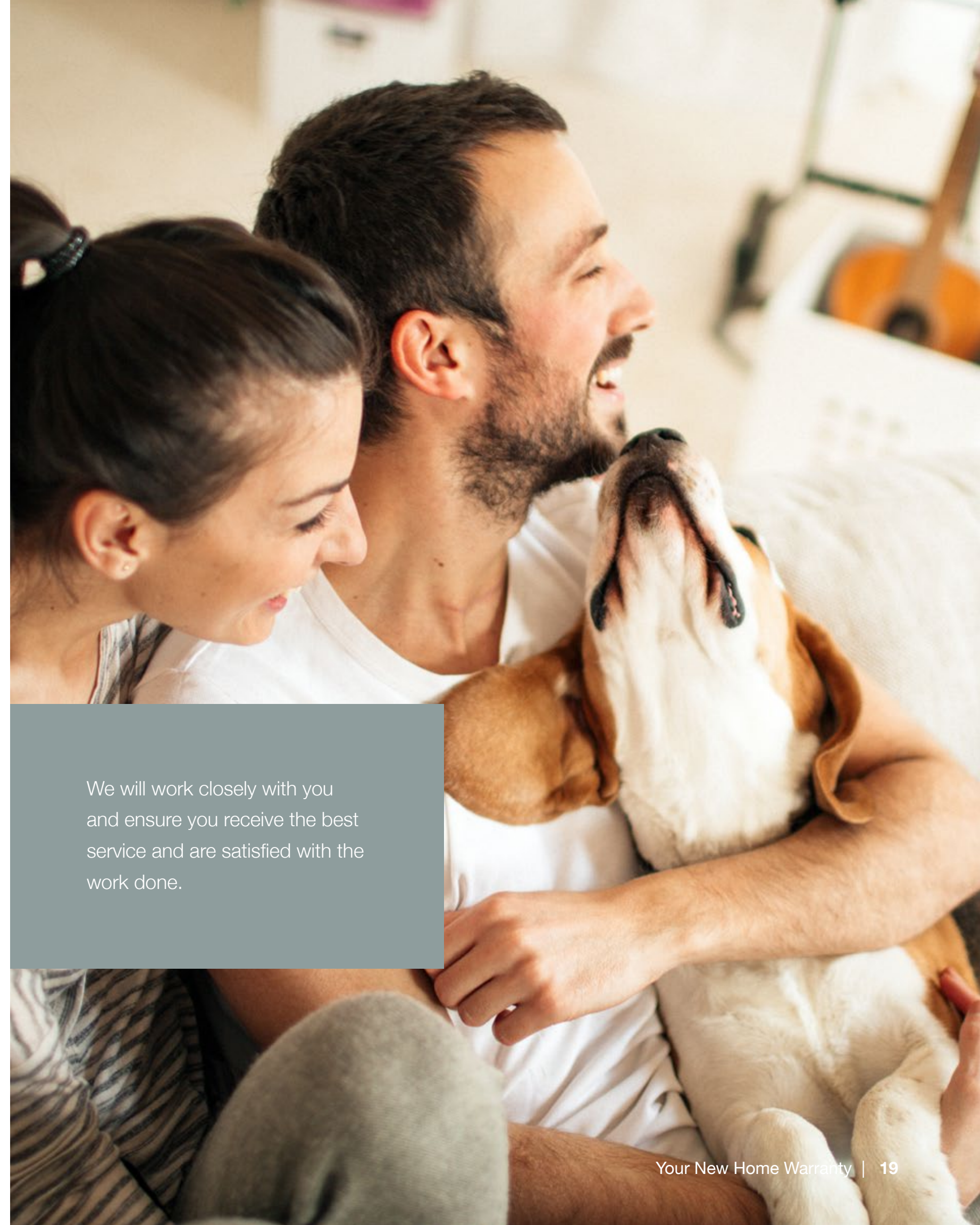
Conditions Not Covered Under Warranty

It is important to note what is not covered by the statutory warranty. The Act sets out the following exclusions from warranty coverage:

- Defects in materials, design and work supplied by the owner
- Secondary damage caused by defects under warranty, such as property damage and personal injury
- Normal wear and tear
- Normal shrinkage of materials caused by drying after construction
- Damage caused by dampness or condensation due to failure by the owner to maintain adequate ventilation or proper operation of moisture-producing devices such as humidifiers
- Damage caused by the owner or visitors
- Alterations, deletions or additions made by the owner
- Damage resulting from acts of God
- Contractual warranties which lie outside the Ontario New Home Warranties Plan Act;
 - Damage caused by insects or rodents, except where construction does not meet specifications of the *Ontario Building Code*
 - Damage caused by municipal services or other utilities
 - Surface defects in work and materials specified and accepted in writing by the owner

Warranty Service Requests

A new home is an intricate, handmade piece of workmanship, involving dozens of skilled tradespeople. It is very common for there to be deficiencies in a new home, rest assured we are fully committed to addressing all warranted items. We will work closely with you and ensure you receive the best service and are satisfied with the work done.



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Appliances

Appliances are warranted by their manufactures, in accordance with the terms and conditions of the written warranties supplied by the manufactures. These manufactures warranties, as well as any maintenance and preventative maintenance procedures provided by these manufacturers, have been provided to you in conjunction with the purchase of your home, and should be read and kept reference. All appliance manuals have been placed in your suite.

If a problem arises with an appliance, call the Warranty Service number listed in the manufacturer's warranty. When reporting warranty items to the appliance manufacturer, be prepared to supply:

1. The date of purchase (closing or move-in date, whichever occurred first)
2. The serial and model numbers (found on a metal plate on side, back or bottom of appliance)
3. A description of the problem

Black "glass" panels on appliances are usually plastic and should be cleaned with mild detergent and water. Abrasive cleaners will damage the finish.

Service appointments are completed Monday- Friday (excluding holidays) from 8:30am – 4:30pm



Homeowner Care Tips - Help Protect Your Investment

We can appreciate that homeowners are excited to personalize their house to truly make it their home.

Please keep in mind that alterations, deletions and/or additions to the interior of your suite could void your warranty coverage. If you are anticipating completing any renovations please advise the Property Management. Communal living means that there are rules and regulations you will be required to follow regarding what days and times you can conduct noisy work in your suite. You may also need to get approval from the Property Management.

Dishwasher

Effective use of the dishwasher depends on proper loading, correct water temperature, and chemical content of the water. Experiment with several different dishwasher detergents to find the one that works best. Use each brand for a week to allow it to condition your dishes.

Experiment with varying amounts of detergent to determine its effectiveness with the water in your area. If you find that your dishes still are not being cleaned properly, check the manufacturer's manual.

Before operating the dishwasher, be certain the garbage disposal (if applicable) is empty since the dishwasher drains into the disposal. Failure to do so may plug up the dishwasher drain and cause water to spray out the air gap located on the top of the kitchen sink.

Dryer Lint Trap

The lint trap in your machine should be cleaned after each load. There is another built-in lint trap to be serviced and it is located in the ceiling in the exhaust duct, ahead of the exhaust fan. This built-in trap has been installed to reduce the chance of escaping lint fouling the exhaust fan. To avoid blocked ducts, humidity problems and slow drying clothes, this trap should also be cleared after every load.

If you find that your dishes still are not being cleaned properly, check the manufacturer's manual.

Condensation & Humidity

All homes require maintenance, and a brand-new home is no exception. To keep your home in top shape and protect its warranty, routine upkeep is essential. While there are many items in an ongoing maintenance program, one of the most important is moisture control.

Condensation and high humidity are a common cause of deficiencies in a new home, if the deficiency is determined to be as a result of improper humidity, the item would not be covered by your new home warranty. Considerable amounts of moisture are produced as a result of normal household activities such as many plants, cooking and bathing. In the colder months as the exterior temperature drops and heating is turned on, moisture in the air condenses on cold surfaces such as windows and doors. Moisture can build up which creates condensation which can turn into droplets. If it is not properly monitored and addressed this can cause damage to windows, trim, drywall and flooring. Damage resulting from condensation as a result of the homeowner not maintaining proper humidity levels is not covered under warranty.

The following chart gives the recommended humidity levels for various outside temperatures. If condensation is left unchecked, in extreme cases, peeling paint, mildewed walls, carpet or floor damage and orders may result.

Outside air temperatures		Recommended humidity %
Celsius (°C)	Fahrenheit (°F)	
-24	-10	25%
-18	0	30%
-12	10	35%
-7	20	40%
0	32	45%

Preventable Deficiencies

Become familiar with all water shut-off locations. There is one pair of shut-off valves (hot and cold) for the water supply in your entire suite. In addition, there are shut-off valves for each toilet behind the bowl.

It's imperative to learn the signs of a potential water/heat issues in your home to avoid costly repairs.

- In order to avoid possible water damage to the floor below, spills or leaks should be mopped up immediately
- When showering, ensure that the shower curtain is inside the tub or shower door is completely closed
- Do not leave standing clothing hanging to dry over wood flooring. Water dripping onto the floor will cause surface damage such as swelling
- Immediately wipe up spills on hardwood flooring before they are absorbed into the wood
- Flooring material may be susceptible to damage from cleaning, ensure you follow the manufacturer's guidelines
- When using heat producing appliances such as air fryer's, toasters, kettles and coffee makers below cabinets, this may cause damage to the cabinets due to excessive heat and steam
- Never leave the outer slider portion of window open when not at home or during a rain storm. It is the outer portion of the window that provides protection from water



Secondary damage as a result of a plumbing leak is not covered under warranty. Homeowners are required to go through their own home insurance for any claims.

Plumbing Leaks

In the event that you discover a leak in your home, try to determine where the leak has originated from and shut it off at the source. If you determine that a leak has originated from your dishwasher or washing machine, you can shut off the water to the appliance. Notify the Customer Care Team immediately so they can inspect where the leak may be coming from.

Plumbing leaks are covered under warranty for 2-years. Damage from leakages or improper use of plumbing fixtures or appliances is not covered under warranty. If a homeowner has removed or changed any plumbing fixture supplied and installed by Marlin Spring then the plumbing warranty will be voided and the homeowner is responsible for all associated repairs and damages.

Fittings

Your plumbing fittings are designated to stay new-looking with minimum effort. Avoid abrasive cleaners. Clean with a soft, damp cloth followed by a brisk polishing with a clean dry cloth.

Tubs, Showers & Surrounds/Enclosures

Given proper care, the smooth surface of the tub or shower will remain beautiful and clean. As with any highly polished surface, regular care and no abrasives are the main rules to follow. Normal cleaning should be done with any liquid cleaner detergent or foaming cleaner. Alcohol used as a cleaning agent may cause discoloration. Stubborn stains can be removed with various appropriate household cleaning agents. Never use metal scrapers or similar tools.

Range Hood

This can be either a free-standing range, or incorporated as part of your microwave unit. Grease build-up in your range hood can present a fire hazard. Avoid this problem by cleaning both hood and filters at least once every six months (more frequently if required by heavy usage) with mild dishwashing detergent, drying thoroughly and/or reinstalling new filters.



Ventilation

The exhaust fans provided in your home are designated to reduce odors, smoke, and moisture produced by cooking. Regular cleaning and inspection every six months (more frequently if required by heavy usage) will help keep them in working order. After cleaning is completed, lubricate the fan with light household oil (and wipe up any excess oil from the surface).

Cabinets

Your cabinets are made of finished hardwoods, glass or laminated vinyl materials. To maintain the beauty and utility of your cabinets, proper care is required. Remove splashes and splatters promptly to avoid permanent stains. The beauty of the wood can be preserved by polishing with a furniture polish.

The wood in your cabinets is a natural product. Some fading of the original color will occur. Minor scratches can be covered with a putty stick that matched the finish of your cabinets. Putty sticks can be purchased at paint or hardware stores. Do not use abrasives on the finish of your cabinets. Direct sunlight can also cause fading of the original color. Consider using window coverings to prevent direct sun on cabinets.

The hinges on your cabinet doors can be lubricated if necessary, by applying a very small drop of oil-based lubricant to the top of the hinge and work the door back and forth several times so the oil can penetrate into the hinge. Wipe any excess oil with a dry paper towel.

Quartz Countertops

Quartz countertops are an engineered surface made from one of nature's hardest minerals. Quartz is combined with numerous polymers and pigments to create a natural stone look with durability. Quartz's hard, nonporous surface makes it easy to clean. A little mild soap and water is all you need to maintain its shine.

Granite & Marble Countertops

Granite and marble are natural stone products. Being a product of nature, no two pieces are alike and can vary in tone, shade, and veining. Marble and granite are porous stone and may stain, become dull or scratch upon abrasive contact. It is recommended that homeowners apply a seal coat to any marble or granite countertops to help eliminate the possibility of foreign liquids seeping in. Do not use cleaners that contain grit or high alkaline compositions.

Caulking

Over time, and particularly during warm, dry weather, caulking will dry and shrink. When this happens, it no longer provides a good seal against moisture. As part of your routine maintenance you should inspect the caulking around your windows, doors, sinks, showers, tubs, countertops, and ceramic tile, and should make any necessary repairs to the caulking every six months as needed.

Flooring

The flooring in your home requires routine maintenance and care. In some instances, the floors may squeak. Squeaky floors are usually caused by a change in the weather or by normal shrinkage or the wood materials and/or settlement of your home. This is normal in new house construction and is not considered a construction defect.

Please inspect your flooring carefully during your orientation walk through. Any damage or defects in your flooring must be noted at that time. Subsequent damage, including broken tiles, scratched wood flooring and torn carpeting is your responsibility.

Stubborn stains can be removed with various appropriate household cleaning agents.



Seasonal Maintenance Schedule

Winter

- Clean furnace filter and heat recovery ventilator (HRV)
- Clean humidifier (if installed)
- Check exhaust vents
- Remove snow/ice from roof overhangs, balcony and exterior vents.
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors

Spring

- Clean furnace filter and heat recovery ventilator (HRV)
- Check for condensation and humidity
- Turn on exterior water supplies (hose bib)
- Test smoke alarms and carbon monoxide detectors
- Check caulking around windows, doors and vents
- Check windows and screens for proper operation
- Check eaves troughs and downspouts to ensure clear of debris



Summer

- Clean furnace filter and heat recovery ventilator (HRV)
- Inspect Air conditioner (if installed)
- Check for condensation and humidity
- Air out damp basements on dry sunny days
- Inspect doors and locks

Fall

- Clean furnace filter and heat recovery ventilator (HRV)
- Clean humidifier (if installed)
- Check eaves troughs and downspouts to ensure clear of debris
- Check windows and screens for proper operation
- Drain and shut off exterior water lines (hose bibs)
- Inspect and clean floor drains in basement
- Check for condensation and humidity

Your Health and Safety

The health and safety of our valuable homeowner's is of the utmost important to us.

Although you may not expect to experience an emergency in your new home, you should always be prepared to handle one if it happens. An emergency is a situation that if not immediately taken care of could result in substantial damage to the home, pose a risk to the health and safety of a homeowner, or make the home uninhabitable. Some examples of an emergency include complete loss of heat in the winter months, a gas leak, complete loss of electricity, or a complete loss of water supply.

Should you experience an emergency, contact the Property Management right away.

Heating & Cooling System (Air Conditioner – Builder supplied only)

Air conditioning can greatly enhance the comfort of your home, but if it is used improperly or inefficiently, wasted energy may result.

Your home air conditioning is a closed system, which means that interior air is continually recycled and cooled until the desired temperature is reached. Warm outside air disrupts the system and makes cooling difficult. Therefore, you should keep all windows closed. The heat from the sun shining through windows with open drapes or blinds is intense enough to overcome the cooling effect of the air conditioning unit. For best results, close your drapes or blinds.

If your home includes air conditioning the manufacturer's instructions will accompany each unit and will be left in the home. Read and follow the instructions carefully. (Any installations of air conditioning not done by the builder is not considered warrantable).

Upon taking possession of your home you should learn everything possible about how the heating and ventilation system operates. Heating equipment can be maintained at maximum efficiency through regular inspections and maintenance according to the manufacturer specifications.

If your furnace fails to start

1. Be sure that the switch is on
2. Check your circuit breaker panel for tripped breakers and reset it
3. Be sure the filter is clean to allow airflow
4. Review the operating procedures in your furnace manual, provided by the manufacturer

Ensure that the filters are cleaned and or replaced regularly as this will prolong the life of the furnace. If your filters are changed often, your furnace will operate more efficiently and your entire home will be cleaner and more comfortable. A clogged filter can slow air flow and cause cold spots in your home.

Please ensure that registers and air returns are kept free of obstructions (such as carpets, furniture, etc.) so that the system can function at its best.

GFCI Outlet

GFCI outlets are unlike regular outlets and circuit breakers designed to protect your home's electrical system, GFCI outlets, or 'ground fault circuit interrupters,' are designed to guard people against electrical shock. GFCI outlets are recognizable by the 'test' and 'reset' buttons on the outlet face.

GFCI outlets prevent serious electric shock and reduce the risk of electrical fire by monitoring electrical current, cutting power or 'tripping' when the outlets detect an imbalance or excess current flow down an unintended path.

To reset a circuit breaker, first switch it to the 'OFF' position before you switch it back to 'ON'. Switching the breaker directly from 'TRIPPED' to 'ON' will not restore service. If there is no power to any lights, outlets or appliances, it is usually due to a power outage.

We recommend changing your filters every 3-6 months.





Carbon Monoxide Detectors

Carbon monoxide detectors are provided near the sleeping area of your home to warn you about increased levels of carbon monoxide within the home.

To ensure that your carbon monoxide detector functions properly, vacuum the dust and wipe accumulated grease from all surfaces of the detector monthly to prevent a false alarm. After cleaning, push the test button to confirm the alarm is working. If the alarm does not sound, do not try to repair it yourself, notify the Customer Care Department for repair instructions during your warranty period.

Smoke Detectors

Smoke detectors are provided near the sleeping area of your home to warn you about a fire within the house. This is a warning device only and does nothing to prevent or contain fires.

To ensure that your smoke detector functions properly, vacuum the dust and wipe accumulated grease from all surfaces of the detector monthly to prevent a false alarm. After cleaning, push the test button to confirm the alarm is working. If the alarm does not sound, do not try to repair it yourself, notify the Customer Care Department for repair instructions during your warranty period.



When you buy a unit in a condominium, you are buying your own home, with one major difference, all owners share the common elements and consequently they must all pay for the maintenance and repair of these common elements.

Condominium Living

Condominiums are regulated under an act of the Provincial Legislature (The Condominium Act, S.O.2001). Each Condominium Corporation has a Declaration, By-laws and Rules and Regulations which govern the use of the units and the Common Elements. Every owner is obligated to comply and require all members of his family, residents, guests, visitors, tenants, invitees, and all licensees to his unit to comply with these documents and with the Condominium Act.

It is very important that you clearly understand the Rules and Regulations that govern the condominium. When you buy a unit in a condominium, you are buying your own home, with one major difference, all owners share the common elements and consequently they must all pay for the maintenance and repair of these common elements. Owners, however, shall not repair or modify the common elements except where they are obligated to do so by the Declaration. Common elements include all of the property, other than the units, including the garage, lobby, recreational facilities, hallways, exterior building face, etc. The balconies, terraces, and patios are defined as common elements for the exclusive use of the adjoining residential unit and are subject to the Rules and Regulations governing their use.

This joint ownership also means sharing of costs. The cost of necessary services, repairs and improvements must be borne by all owners in accordance with their respective ownership interests of the common elements, as defined in the Schedule D of the Declaration. For this purpose, the Board of Directors must establish an annual budget, with each owner being responsible to pay on the first day of the month, one twelfth of the annual common expense fee for his or her unit as stipulated by the Budget. If fees are not paid promptly, legal steps may be taken to secure the Condominium Corporation's interests and all costs, or charges resulting, must also be paid by the owner.

Registration of The Condominium Corporation and Turnover

This will occur when Marlin Spring registers the declaration and description for the Condominium Corporation with the local land registry office. At that time the land registry office will assign a condominium number to the property.

Shortly after the community has been registered, final closing of the individual units will commence. A turnover meeting will be called to elect a new Board of Directors. At the turnover meeting, in addition to electing the new Board of Directors, various building related items would be turned over to the new Board. The elected Board of Directors will take over responsibility for managing the condominium corporation's property and business affairs. We encourage all homeowners to attend the turnover meeting as this is when the Board of Directors for your condominium will be elected.

Condominium Rules

A set of Condominium Rules and By-laws designed to promote the safety, security, and welfare of the residents and staff of the corporation will be implemented by the Board of Directors. With respect to new by-laws, Condominium Owners will have the chance to provide their input and also vote on whether by-laws get approved. These rules and by-laws generally help to ensure that residents can enjoy living in their condominium.

The rules and regulations are developed to:

- Promote the safety, security, and welfare of all owners, residents, and guests
- Provide an atmosphere of quiet enjoyment for all residents and guests
- Provide for the protection of all property

The Board of Directors

The Board of Directors will be elected by the owners at the turnover meeting. They will work with the Property Management team by providing direction and approval over the affairs and finances of the Condo Corporation. Tasks they will likely do in the first year include:

- Getting to know the Condo Act & building functions
- Appointing professionals (such as engineers & consultants)
- Complete the Performance Audit and Reserve Fund Study
- Work with the Builder to resolve common element deficiencies
- Create committees to assist with such matters as social, green initiatives and building audit committees as deemed necessary

The Property Management

The Property Manager is a company that is employed by the condominium corporation to manage the day-to-day operations and administration of the building. A management agreement will exist between the Property Manager and the condominium corporation. The Property Manager is responsible for enforcing the rules of the condominium corporation, for the cleanliness of the property, security, maintenance of common areas and building mechanical and electrical equipment, garbage removal, winter snow removal and landscaping, etc.

Building & Elevator Access

Each suite owner will receive two (2) fobs and one (1) garage fob, which are known as Building Access Fobs. They are to be used for accessing the entrance doors and the elevators. You only need to point this fob at the card readers mounted next to the designated doors. If you need additional fobs (one per registered resident) contact the Property Manager.

Condominium Common Elements – Warranty Coverage

For standard condominiums, warranty coverage also includes the shared areas of the building, or group of buildings, as well as structural elements and mechanical and electrical services. These are referred to as the common elements.

Common elements warranty coverage begins on the date that the condominium corporation is registered, and the condominium corporation is responsible for managing the common elements warranty. This includes:

- Understanding the scope of the warranty coverage
- Submitting warranty claims to Tarion
- Working with Marlin Spring to resolve warranty claims
- Requesting Tarion's assistance, if required

The Ontario New Home Warranties Plan Act recognizes the condominium corporation as the "owner" of the common elements and requires the condominium corporation to make warranty claims to Tarion. In most cases the Board of Directors will appoint a designate (usually a property management) to manage the common elements warranty on behalf of the condominium corporation. This includes making statutory warranty claims to Tarion for the common elements and abiding by the required timelines.

The Performance Audit

The Condominium Act requires that a performance audit of the common elements be conducted between six and ten months following the registration of the condominium. The audit is conducted by an engineer or architect that is retained by the condominium corporation and determines whether there are any deficiencies in the common elements. If a defect is identified, the condominium corporation's representative should ensure that the performance audit is submitted along with the appropriate warranty form to Tarion to begin the warranty process.



The Board of Directors will be elected by the owners at the turnover meeting.



A man and a woman are sitting on a modern, light-colored outdoor sofa in a lounge area. The man is wearing a light blue shirt and sunglasses, and the woman is wearing a light blue dress and sunglasses. They are both smiling and looking at each other. In the foreground, there is a large, round, light-colored fire pit with a fire burning inside. The background features large windows and a modern interior with a desk and chairs. The overall atmosphere is bright and modern.

MARLIN SPRING

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