

GALLERIA

ON THE PARK

Homeowner
Move-In and
Home Care Guide



Dear Homeowner,

Welcome home!

We are happy that you have chosen Galleria on the Park as the place where you will make memories for years to come. We have taken great pride in building your home and look forward to working with you to ensure the move-in process is smooth and stress-free. In anticipation of your big day, we have prepared this Homeowner Manual. We hope that you will find it to be a useful tool to prepare you for move-in day and beyond.

Additionally, we have also provided you with a guide to Tarion's new Learning Hub. This guide contains valuable tips and information that will protect your investment over the years to come by keeping your home looking as brilliant as it does today. We encourage you to also look at the Tarion Learning Hub online, as it explains your rights and responsibilities under the Ontario New Home Warranties Plan Act.

Purchasing a home is most often the greatest investment that an individual makes during their lifetime. We ask that you allow the time needed to thoroughly familiarize yourself with the information we have provided for you. This will ensure that the coming year is as smooth as possible.

From all of us here at Almadev, we offer our most sincere wishes to you and your family. Thank you for your commitment to us.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rafael Lazer', with a long horizontal stroke extending to the left.

Rafael Lazer
CEO, Almadev

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Welcome
Home



This guide will help you prepare for occupancy of your new suite at Galleria on the Park and will highlight key items to remember.

Secure Legal Representation

Prior to occupancy, you must secure a lawyer. Provide them with the occupancy date specified in your Firm Occupancy Notice.

Your Pre-Delivery Inspection (PDI)

Approximately 3-4 weeks prior to occupancy, you will receive an email from Almadev's PDI Representatives inviting you to schedule your Pre-Delivery Inspection (PDI).

Our PDI Representatives will conduct your inspection and take the time to show you how the features in your home operate, and provide you with useful home maintenance tips.

The PDI is your opportunity to tour your home before it is ready for occupancy.

Prior to your PDI, you will receive your Tarion Certificate of Completion and Possession form [CCP].

Purchase Insurance

Prior to interim occupancy, it is your responsibility to make arrangements for Homeowner Condominium Insurance and advise your agent of any upgrades you have purchased. It is recommended that you get full unit coverage including floor replacement, countertops and appliances, as this is not covered with the Corporation's insurance.

Updated Mortgage Approval

The Vendor requires an updated mortgage approval prior to occupancy.

Emergency Services

911

Crossbridge Property Management

Galleria 01 (Tower A) 647.329.3060
Galleria 01 (Tower B) 647.329.3076

Concierge

Galleria 01 (Tower A) 647.329.3064
Galleria 01 (Tower B) 647.329.3080

Almadev Customer Care

416.874.4649
galleriacustomer@almadev.ca

Civic Address

Galleria 01 (Tower A):
1285 Dupont St., M6H 0E3

Galleria 01 (Tower B):
10 Graphophone Grove, M6H 0E5

Preparing for Occupancy

2 Weeks Before Key Release

- Book the moving elevator for your preferred moving date (we recommend you book the day after key release). Elevator bookings are subject to availability.
- Connect with your financial institution and lawyer to ensure you are prepared to take possession.
- Contact utility and service providers.
- Complete the Provident Sign Up forms and Property Agreement received from your lawyer in your Interim Occupancy package.

Change your Address

From banks and credit card companies to doctors and online retailers, anyone and everyone who sends you mail will need your new address. It is important to notify Service Ontario of your new address to update your driver's license and health card at www.ontario.ca/page/serviceontario.

Registering your change of address with Canada Post will help make sure nothing slips through the cracks during the transition, but you should let all parties know as soon as possible. 15 days notice is required by Canada Post to process your request.

New address

Galleria 01 – Tower A:
1285 Dupont St., M6H 0E3

Galleria 02 – Tower B:
10 Graphophone Grove, M6H 0E5

Schools

If you have school-aged children, contact the appropriate school board to make arrangements for registration:

Toronto District School Board: tdsb.on.ca
Toronto Catholic District School Board: tcdsb.org

The Big Day

Key Release

Keep in touch with your lawyer to receive updates on progress, get answers to any last minute questions, and find out when your key can be picked up. The Almadev Customer Care Team will contact you on the day that you take occupancy. Please note that occasionally, keys are not available until between 3pm and 5pm.

Please note that keys will only be released to the registered unit owners. If you will be out of town or unavailable for the key release and would like to send the Almadev Customer Care team at galleriacustomercares@almadev.ca on your behalf, please send your request in writing to Customer Care and we will send you a designate form.

Key pickup is located at the **Almadev Customer Care Office** located at 10 Graphophone Grove, Unit 404.

Keys are typically given in the afternoon, and we recommend that you schedule your moving truck the day after you are scheduled to receive your keys, to ensure that the closing goes smoothly.

Move-in

Prior to move-in, the Almadev Customer Care team will provide you with instructions to download the 1Valet app to access Almadev Link. This will allow you to book your elevator, view any building announcements, download warranty manuals, etc.

Please Note

There is likely going to be ongoing construction activity in or around your property for many months after you move in. The safety of our residents is our top priority and we will do our best to minimize the impact of this construction as we complete the building.

Please Expect

- Incomplete finishings and protective coverings on floors in common areas
- Construction traffic and vehicles around the building
- Construction noise during permitted hours
- Dusty interior conditions as concrete dust settles
- Amenities to be completed approximately 6 months after the majority of residents take possession

Arrange your Move-in time


We want your move-in day to feel as comfortable as your new suite. To ensure your move is hassle-free, please review the simple procedures for booking the elevator.

Elevator Booking

To reserve your date and time for the elevator, please download the **1Valet App** to access Almadev Link.

Download for Apple 



Download for Android 



Input the code provided to you by Property Management and book your Move-in elevator. Should you have any questions, please contact the property management team via email:

Galleria 01 – Tower A
galleria01@crossbridgcs.com

Galleria 01 – Tower B
galleria02@crossbridgcs.com

We recommend booking the elevator in advance for the day after your occupancy date. The elevators are available daily Monday to Sunday and Statutory Holidays for the following time slots:

2 hour time slots throughout the day from 8am to 10pm.

If you are only moving boxes and smaller items, you do not need to reserve an elevator. However, an elevator must be booked for furniture such as couches, beds and other larger belongings.



Elevator Door Opening
3'5"W x 7'H



Elevator Dimensions approx.
6'79"W x 8'5"H x 4'35"D



Suite Entry Door
3'W x 7'H

Check-in First

When you arrive at the building on moving day, please register with the Concierge before you begin moving your belongings. The Concierge will then direct your truck to the moving area.

Properly Dispose of Moving Waste

Empty cardboard boxes must be broken down, bundled and taken down to the bulky waste room on the ground floor. Please do not put boxes down the chute or leave them in the hallway outside of your suite.

Commissioning EV Parking Spots

If you have an Electric Vehicle parking spot, you must contact Ozz Electric at 905-695-1553 or jschedmbri@ozzelectric.com as they are the only company authorized to do electrical work in the building. Proper ESA certification is required for Property Management in order for electricity to be commissioned.

Picking up Mail

The mail room is located on the ground floor. Your mailbox number corresponds to your unit number. Mailbox keys will be provided to you in the key package on your occupancy date.

Large parcels will be stored in the Parcel Storage Room on the ground floor. Residents will be notified that a parcel has been delivered to them through Almadev Link on their 1Valet App.

Tarion New Home Warranty

For more than 45 years, Tarion has served new home buyers and new home owners by ensuring that one of their life's biggest investments is protected, providing confidence in the new home buying experience.

Register your new home warranty with Tarion at tarion.com/myhome



What's included in your Tarion Warranty:

1st Year Warranty

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

2nd Year Warranty

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

7th Year Warranty

- Failure of a structural load-bearing element of the building
- Common elements coverage for condominiums.

Once you take occupancy of your suite, please register with Tarion's MyHome portal by visiting www.tarion.com/myhome to submit the following warranty forms:

Initial Warranty Form

6-Month Warranty Form

1-Year Warranty Form

2-Year Warranty Form

Ensure timely completion and submission of these forms before the deadline to protect your warranty. Repairs are scheduled Monday - Friday (excluding holidays) during regular business hours.

Special Note: Appliances

Appliances that are supplied and installed by Almadev come with a standard 1-Year Manufacturers Warranty. For appliance issues, please contact the **manufacturer directly** and provide the following details:

- Name of homeowner
- Address, suite number and postal code
- Model and serial numbers from appliance
- Possession date of your suite

Non-warrantable Items

Damages Caused By

- Dampness or condensation caused by failure to maintain proper ventilation and humidity levels
- Alterations, deletions or additions to the home that were made by the homeowner
- Defects in materials installed by the homeowner
- Damages caused by insects or rodents, unless it is the result of construction that does not meet Ontario Building Code

Normal Wear and Tear

- Normal shrinkage of materials that dry out after construction such as nail pops, or minor cracking
- Scuffs, stains, chips or scratches to flooring, walls or countertops that were not recorded on the Pre-Delivery Inspection form.

Condensation caused by high levels of humidity is often the root cause of many in-suite deficiencies and would be deemed unwarrantable by Tarion. As the homeowner, you are responsible for maintaining optimal humidity levels of approximately 35% within your home. This can be done by ensuring proper ventilation around windows as well as by maintaining optimal in-suite temperatures relative to the outside weather conditions.

Regular Maintenance

Take Care of Your Home and Check These Things Often

- Clean or replace furnace filter
- Check/clean Heat Recovery Ventilator (HRV), and wash or replace filter
- Test smoke alarms
- Clean hood fan filter
- Check for condensation and humidity
- Check clothes dryer vent and remove lint, including the secondary lint trap located in the laundry room ceiling

Preparing for Appointments & Common Elements Warranty



Preparing for Scheduled Repair Appointments

1. Once we receive notice of any warrantable items, we will schedule an appointment for an inspection and/or service work day. While it is not always possible, if more than one repair is needed, we will do our best to coordinate appointments on the same day.
2. We will require access to your home to complete repairs:

If access has been granted in your absence and/or if you are not the primary resident, please ensure that your tenants are aware of this visit and please ensure:

- Door alarms are disabled
- Pets have been secured in crates or in a closed room that will not be accessed by a repair person
- Work areas are unobstructed by furniture

Tarion Common Elements Warranty

Warranty coverage also includes the shared areas of the building or group of buildings, as well as structure and mechanical elements. Common Elements Warranty coverage begins on the date the condominium corporation is registered. Usually, the Board of Directors will appoint the Property Manager to manage the common elements warranty on behalf of the Condominium Corporation.

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 who is retained by the condominium corporation. This is your opportunity to submit any deficiencies for your balcony or exterior of your suite if a defect is identified. The condominium corporation's representative should ensure that the performance audit is submitted along with the appropriate warranted form to Tarion to begin the warranty process.

Condominium Living



Standard Condominium and Declaration

In Ontario, condominiums are governed by the Condominium Act, 1998 and consist of units and common elements. Each unit is owned and registered by the purchaser of the unit. Common elements include shared areas of the building such as stairwells, corridors, balconies, parking lots and recreational areas.

The Condominium Declaration defines the units and common elements of the corporation and specifies the boundaries of each of them. It defines the percentage of ownership of each unit and sets the proportion that each unit contributes to the common expenses.

Common Element Assessment (CEA) Fees

CEA fees, also known as maintenance fees, are your proportionate share of the common element expenses. The fees collected from unit owners are managed by the condo corporation's Board of Directors and are used to cover expenses related to the normal day-to-day operations of the Condominium Corporation. A reserve fund is also mandated by the Condominium Act and is used to cover repairs and unexpected costs related to the Condominium.

Insurance

It is a unit owner's responsibility to obtain Homeowner Insurance covering personal property and liability insurance, including coverage for flooring, countertops and appliances. The Condominium Corporation carries insurance for the common elements and the building. If you rent your suite out it is strongly recommended that you require your tenants to ALSO purchase their own contents & liability insurance when signing a lease.

Interim Occupancy and Final Closing

In a condominium, the building must go through a statutory process called registration of the declaration, which creates the condominium corporation and at which time, ownership of the common elements are held by the condominium corporation. Interim occupancy occurs, prior to condominium registration. A homeowner pays the developer a monthly interim occupancy fee until the final closing occurs. Your interim occupancy interest is comprised of your monthly CEA fees, property taxes, and fees on the unpaid balance of your total purchase price (calculated at the 1-year mortgage rate). Your lawyer will receive a document package with the fee amount approximately 2 weeks prior to your occupancy.

The final closing occurs subsequently, when the condominium declaration is registered and title to the condominium unit is transferred into the homeowner's name. Then the homeowner's mortgage can be registered and payments of the common element expenses commence.

How long can I expect to pay the interim occupancy fee, and how soon after taking occupancy will registration take place?

Registration usually takes place within the first six months of the condominium units being occupied.

Will anyone other than me have access to my unit after I receive my keys?

Property Management and/or Customer Care may enter your suite in the event of an emergency or for scheduled maintenance. If service is required in your unit, Customer Care will schedule the work and advise you of the date and time, providing a minimum of 24 hours' notice.

Property Management

The Property Manager is employed by the condominium corporation to manage the day to day operations and administration of the building. The Property Manager will enter into agreements on behalf of the corporation, for services including the cleaning of the property, security and concierge, maintenance of common areas, garbage removal, landscaping, snow removal etc. They are responsible for enforcing the rules of the condominium corporation.

Leasing of Suites

The suite owner is responsible for notifying property management of any new tenants or tenants who no longer reside in the suites. Tenants and their guests must abide by the Rules and Regulations of the Corporation. Landlords may register their tenant's details and contact information if they wish to have their tenants represent them for warranty claims.



Interior Features



Electrical

Provident A Cricket Energy Company is providing electricity, thermal heating, thermal cooling, cold and hot water metering services to you and your community. Each unit has been individually metered for hydro. You will receive sign up forms and a Property Owner agreement from your lawyer prior to occupancy. Please ensure you complete and sign it prior to your occupancy date.

If you would like to learn about Galleria on the Park's environmentally friendly individual metering procedures, please visit:

www.pemi.com

For all billing and account inquiries contact:

customerservice@pemi.com

416.736.0630

For all other inquiries:

info@pemi.com

GFCI Protected Outlets

A Ground Fault Circuit Interrupter (GFCI) is a safety feature on electrical outlets located near a sink or water source that prevents the risk of electrical shock.

Main Electrical Breaker Panel

When an electrical circuit on your electrical panel becomes overloaded, the breaker opens or "trips" the circuit and the corresponding area or device automatically turns off. Once a breaker is tripped, it must be reset to resume normal operation.

To reset a tripped circuit breaker, first switch it to the off position and then switch it to 'ON'. Switching the breaker from 'tripped' to 'ON' will not restore the service.

Paint

All interior paints have been selected for their high quality of finish. Should you require touch ups in your suite, refer to these paint codes:

Main Walls:

Sherwin Williams
OC-65 Chantilly Lace
Flat Latex

Washrooms, laundry room, doors, baseboards and shoe mold:

Sherwin Williams
OC-65 Chantilly Lace
Semi Gloss

Plumbing

High Performance Water-Saving Toilets

We have installed high efficiency toilets, allowing you to further reduce water consumption. You can increase the volume of water flushed by holding the lever down for a few seconds.

The toilet shut off valve is located beside the toilet.

The main water shut-off valves are located under the vanity sink of one of your bathroom(s) behind an access door. There are two valves (hot & cold) for shutting off the supply of water to your suite. The dishwasher shut off is located under the kitchen sink.

In case of water leakage, shut off the main water valves immediately and contact the property manager.

Mechanical Ventilation

Heat Recovery Ventilation Unit (HRV)

The HRV delivers fresh, filtered air to your home and circulates that fresh air for improved ventilation, to help reduce dust and provide living comfort.

We recommend you clean or replace your filter every 3-6 months to maintain the system and indoor air quality.

Bathroom Exhaust Fans

It is recommended to turn the exhaust fan ON during showers to better ventilate the bathroom and control the humidity in your home.

Range Hood Exhaust

It is recommended to turn the exhaust fan on when cooking on the stovetop to control odours and humidity within your home.



About Almadev

Almadev is a mixed-use, master-planned community developer and asset management company with a mission to create a future to live, work and grow in.

For over two decades, Almadev has shaped and enriched communities through leadership and collaboration with a focus on delivering value and maximizing returns on our income-producing properties. We are strategic thinkers who foster long-term relationships by taking the time to listen to our communities, collaborate with stakeholders and engage experts who share our vision for building places that make our urban landscape better.

At Almadev, we build master-planned communities and manage assets across classes. We invest in a better tomorrow. We believe in our developments. We are here to foster a future where you will thrive.



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