

THE COLUMBIA

Homeowner Manual

WESGROUP

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Vancouver, BC V7X 1L3

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INTRODUCTION

Welcome to your new home at The Columbia and the Brewery District neighborhood!

We hope you take the time to read through each section now, as you may find it useful in the future. As such, we recommend that you keep this manual in an easy-to-find location in your home for easy referencing.

Warmest wishes,
Wesgroup Properties



Building Overview

The architectural firm of Chris Dikeakos Architects has designed The Columbia. Located in the Brewery District master planned community of the Sapperton neighborhood, The Columbia consists of a 7-storey podium with a 26-storey tower that is comprised of 242 residential suites.

Main Floor

The building lobby and mailboxes are located on the main level of your building. A Loungeroom is also located on the main floor and is equipped with a full kitchen and dining space. The purpose of the concierge space will be managed by the strata.

Underground Parkade (via Nelson's Crescent entrance)

P1	50 visitor parking stalls (including 3 H/C), bike wash, dog wash, garbage/recycling, storage lockers, storage room, residential parking
P2	Storage lockers, residential parking
P3	Storage lockers, residential parking
P4	Storage room, residential parking, car wash

Address

Tower	Unit # - 258 Nelson's Court, New Westminster, V3L OJ9
Townhome	TH # - 258 Nelson's Court, New Westminster, V3L OJ9
Sub-penthouse	SP # - 258 Nelson's Court, New Westminster, V3L OJ9
Penthouse	PH # - 258 Nelson's Court, New Westminster, V3L OJ9

Strata Property Management

Assertive Northwest Property Management Group Inc is assigned to the Columbia to oversee day-to-day affairs of all common property for the strata building. The primary concern of the Property Manager is to ensure the protection of the interests of the owners including building insurance, building maintenance, and good communication within the development.

Contact Information

Strata Property Manager

Email

Phone

Nizam Dossa

nizam@assertivenorthwest.com

604-253-5222

Building Manager

Email

Phone

Bhuwan Budhathoki

columbiamanager5396@gmail.com

236-833-8899

Strata Property Management
Company

Mailing Address

Company Website

Email

Emergency Line

Assertive Northwest Property
Management Group Inc.

3847B Hastings Street

Burnaby, BC, V5C 2H7

www.assertivenorthwest.com

info@assertivenorthwest.com

604-253-5566 (24 hours, for emergencies
after 5 PM and on weekends)

Wesgroup Customer Care, Strata Property Management and Building Manager

Wesgroup Customer Care	Strata Property Management	Building Manager
Supports Homeowners with <input type="checkbox"/> Information events <input type="checkbox"/> Homeowner orientations <input type="checkbox"/> Key pickup <input type="checkbox"/> In-suite issues during the warranty period	Manages the day-to-day for the strata building.	Appointed by Strata Property Management.
	They ensure the building is properly managed for the enjoyment of all strata lot owners and tenants. <input type="checkbox"/> This includes: <input type="checkbox"/> Conducting of AGM and strata council meetings <input type="checkbox"/> Collecting strata fees <input type="checkbox"/> Arranging repairs and maintenance of common areas <input type="checkbox"/> Managing the strata's financial affairs and strata insurance	Working onsite in the building and is responsible for the daily cleaning and maintenance.
	Your Strata manager also handles issues and complaints between residents and assist with submitting to the appropriate personnel to remediate the issue.	The onsite building manager reports repairs to be addressed to the Strata Manager and is the contact for any contractors performing work on common property.
		The building manager works during normal business hours and reduced hours over the weekend.

Strata Council

What is the role and responsibility of Strata Councils?

- Strata council's role is to:
- Act as the managing body for the strata corporation
- Make daily decisions that enable the strata corporation to operate smoothly; and
- Operate within any restrictions created by the Act, bylaws, or a majority vote of the owners.
- The Strata council can hire a strata manager to perform some or most of the functions of the strata council.

However, if a strata council has delegated its powers to a strata manager, the strata council is still ultimately responsible for ensuring that its obligations under the Act are fulfilled.

Strata's Responsibility

Common Property	Limited Common Property (LCP)
<p>Any part of the land and buildings that are shared or common spaces, not part of or within a Strata lot.</p> <ul style="list-style-type: none"><input type="checkbox"/> Landscaping<input type="checkbox"/> Parkade, Bike Room and Storage Lockers<input type="checkbox"/> Hallways & Elevators<input type="checkbox"/> Exterior of Building<input type="checkbox"/> Plumbing<input type="checkbox"/> Electrical<input type="checkbox"/> HVAC Distribution System<input type="checkbox"/> Lobby & Mail Room	<p>Common property that has been designated on the strata plan this is for the exclusive use of one or more strata lots.</p> <ul style="list-style-type: none"><input type="checkbox"/> Balcony<input type="checkbox"/> Patio<input type="checkbox"/> Landscaping<input type="checkbox"/> Driveway or garage<input type="checkbox"/> Storage Room

¹ <http://www.housing.gov.bc.ca/pub/stratapdf/Guide4.pdf>

Homeowner's Responsibility

Strata Lot (SL)	Example
The interior area of each separate home.	<ul style="list-style-type: none"><input type="checkbox"/> Interior Walls<input type="checkbox"/> Ceiling<input type="checkbox"/> Flooring<input type="checkbox"/> Windows<input type="checkbox"/> Interior doors<input type="checkbox"/> Cabinets<input type="checkbox"/> Light fixtures<input type="checkbox"/> All other interiorfinishing

When is the first AGM to be held?²

For new strata corporations, the owner-developer is responsible for arranging the first AGM within six weeks of the earlier of the following dates:

- Nine months from the date of the first conveyance of a strata lot or
- The date that 50% plus one of the strata lots are conveyed to purchasers

Who do I pay my Strata Fees to?

Strata Fees are paid to the Property Management Company and are due on the first or last 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, please contact the Property Management Company www.assertivenorthwest.com and fill out the PRE-AUTHORIZED PAYMENT PLAN FOR STRATA FEES form, and submit it along with a void cheque to your Property Management Company.

² <https://www2.gov.bc.ca/gov/content/housing-tenancy/strata-housing/operating-a-strata/meetings-and-voting/preparing-for-a-general-meeting>

Customer Care

Your new home has been designed to provide you with many years of comfortable living. Our Customer Care Team has been created to help ease the transition into your new home. Our representatives are available to answer your questions about your new home at The Columbia and the Brewery District Community. We are also available to solve your in-suite warranty concerns.



Service Requests

How to report an in-suite service request?

Please submit a service request (preferably with photo) via our Community Portal at <http://customercare.wesgroup.ca>

OR

Email customercare@wesgroup.ca (preferably with photo)

Something is wrong with my appliance(s) that's not cosmetic damage, who should I contact?

Contact Trail Appliances which provides a one-year warranty service. There are several ways to report your issues.

- Email: homeownercare@trailappliances.com
- Phone: 1-888-416-2990

Who should I contact for an emergency?

An emergency may include:

- Total loss of heat when the outside temperature is below 10 degrees Celsius.
- Total loss of electricity
- Total loss of water
- Plumbing leak (requiring main water supply to be shut-off)
- Gas leak - call the 24-hour FORTIS BC Emergency Line at 1-800-663-9911

If an emergency occurs during business hours (Monday to Friday, 8:30 AM to 5:00 PM), please contact Wesgroup. Customer Care. For all other times, please contact your local utilities or Strata Property Management emergency line. See Emergency Contacts.

Wesgroup Customer Care

P 604 648 1800

E customercare@wesgroup.ca

Resources online

Please visit www.wesgroup.ca/services for information on

- Homeowner manuals
- Appliance manuals
- Colour Schemes
- Trouble-shooting Tips

What is Homeowner Orientation and what do we do?

In light of the unprecedented challenges presented by the COVID-19 virus and recommendations from the government and health authorities to engage in physical distancing, Wesgroup has updated our Customer Care procedures, specifically our homeowner orientation and key pick up procedures in an effort to limit in-person contact. Please refer to your Important Information Regarding Your In-Person Appointments Communication Email for more information.

What is the procedure on Key Pick-Up Day?

After you have successfully completed on your home, on the next business day, you will receive your key package. Wesgroup will arrange to courier your keys, along with relevant information about your home. We strive to deliver all keys between 12-3 pm on the day following your Possession Date. Additionally, you will be able to report deficiencies up to 48 hours after your Possession Date.

- Wesgroup will make every effort to repair any remaining items listed on the Orientation Tour checklist
- However, some repairs may take longer due to, lead time of parts, access to your home, or other events beyond our control.

Items noted during Homeowner Orientation

The following items will be corrected by Wesgroup only if noted during your Orientation:

- Chipped, cracked, dented or scratched sinks, tubs, shower pans or bath enclosures.
- Torn, gouged, stained, loose or chipped floor tiles, vinyl, laminate, marble, carpeting or other floor coverings.
- Chipped, cracked, or scratched cabinets, countertops, laminates, ceramic tile, marble.
- Scratched, cracked or broken window glass, mirrors or light fixtures.
- Scratched or dented appliances.
- Missing shelves or accessories in appliances, cabinets or medicine cabinets.
- Missing or damaged windows, doors or hardware attached thereto.
- Gouged or cracked baseboards, mantels or handrails.
- Chipped, cracked, scratched, smudged or gouged paint or drywall.

Why are orientation items still outstanding at the time of key pick-up?

At the time of occupancy, your home was complete in all details, except possibly:

- Exterior work, which may be seasonally dependent
- Items, as per the Home Orientation Report, which might not have been completed due to time restriction or availability of parts.

Warranty

Your home has been built in accordance to the standards set forth by The BC Building Code and the building standards required by the City of New Westminster. The construction of your home was carefully supervised. However, some service work may be required.

What is the difference between 'warranty' and 'deficiency'?

- Deficiencies are accepted prior to the key pick up or occupancy of your home only and may include such items as dents/marks on drywall, damage to tiles, countertops, appliances, etc.
- Warranty items are accepted through the first year and may include items such as doors not working/locking, some drywall issues. Warranty items must be claimed within the date of which is noted on your Travelers Warranty Certificate/Schedule D.

When does the 1-Year Warranty begin and who is repairing it?

- It is Wesgroup commitment to repair defects in workmanship or materials, where such defects become evident within one (1) year from your completion date of your home.
- Wesgroup reserves the right to revoke this warranty, or any part thereof if, in Wesgroup's opinion, the deficiency is caused by abuse or neglect by the occupant. Warranty claims are based on the date the request is received in writing.

What items are not considered under One Year Warranty?

The following items shall not be considered defects in materials and labour:

- Defects in materials, appliances, design and workmanship supplied by the Purchaser
- Normal shrinkage and warping of materials
- Defects arising from improper maintenance by the Purchaser/occupant, including damage caused by, or resulting from, dampness or condensation, due to failure of the Purchaser/occupant, to maintain adequate heat and/or ventilation in the home.

- Defects in workmanship or materials related to alterations made by the Purchaser/occupant, and defects in workmanship or materials supplied by the builder arising from such alterations made by the Purchaser/occupant.
- Wesgroup Customer Care will complete any outstanding deficiencies within a reasonable period following the initial completion date. If the purchaser sells their home shortly after possession, he/she must inform the subsequent purchaser that the homeowner orientation has been conducted, and that only those deficiencies found during the initial orientation will be remedied.

Customer Care 1-Year Warranty Timeline

Completion Date	1-9 Months	10-11 Months	12+ Months
One Year Warranty begins	Warranty items repair in progress	Send out notice to homeowners to submit year end items	End of One Year Warranty period

Important Note:

Certain items may be deferred to the 1-Year Warranty. Wesgroup Customer Care will coordinate appointments in the order year end warranty submissions are received and in priority sequence.

Travelers Insurance of Canada

Your new home is protected by 1-2-5-10 New Home Warranty Insurance by Travelers Canada. You can access it here:
<https://www.travelerscanada.ca/iw-documents/british-columbia-home-warranty-coverage-for-new-home-buyers.pdf>

1-2-5-10 Year New Home Warranty

Wesgroup is committed to addressing any deficiencies within your home during the applicable warranty period. Any warrantable defects discovered within your Strata Lot should be reported directly to Wesgroup Customer Care. Any warranty concerns with Common Property or Limited Common Property should be brought to the attention of your Strata Property Management.

1 YEAR – Materials and Labour	2 YEAR – Mechanical	5 YEAR – Building Envelope
Drywall & Ceiling Wall cracks and nail pops due to building shrinkage will be repaired as a one-time service at year end. Doors & Windows Defects in material or installation of all interior entry doors and windows. Interior Installations & Finishes Defects in materials or installation of all other finishes such as cabinets, flooring, countertops, etc. Appliances Please contact manufacturer directly to request for an appointment with a technician during the one year warranty period.	Electrical Defects in materials or installation to wiring, light switches, outlets, panels and breakers. Plumbing Defects in materials or installation for pipes, drains, joints and shut-off valves. Ventilation Defects in materials and workmanship in the air distribution system.	Covers building envelope for defects that cause unintended water penetration from the exterior of the building through the windows, walls or roof.
		10 YEAR – Structural
		Covers any defect in materials and labour that result in structural failure of any load bearing building component.

What if your warranty package contains incorrect information?

We try our best to process the information we are sent to the best of our ability; however, some documents may be illegible, incomplete or missing updated information. These small errors will not affect your warranty or your ability to make a claim. If you are unsatisfied with the package you received, a duplicate one can be issued electronically. Please email housingregistrations@travelers.com with your address and your request will be processed

What happens when you sell your home?

There is no transfer process required and the home warranty always will remain with the property. Please provide the new owners the home warranty certificate for their reference upon completion of the sale. If you are the new owners of a home covered by warranty and would like your contact information updated, please email your details to housingregistrations@travelers.com to process your request.

Travelers Insurance Company of Canada

650 West Georgia Street, Suite 2500

Vancouver, BC, V6B 4N7

O 604 684 6574

T 1-800-555-9431

www.travelerscanada.ca/home

Living at The Columbia



In-Suite FAQ

Why do I have light switches with red dots and seem unresponsive?

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 (indicated by red 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 red dot) and the other is “live” and operates in the same manner as a regular outlet.

My bathroom/outdoor outlet is not working, and I have checked the breakers.

Your bathroom and outdoor outlets are on a ground fault circuit interpreter for your safety; they will disconnect if the current is interrupted. These outlets are wired together, so if one is not working, locate the one with the tripped light on and press the centre button on the front face to reset.

Why is the shower water pressure low?

The shower and sink faucets have low flow plumbing fixtures installed for water conservation. Submit a warranty request only if you find that your water pressure has reduced dramatically.

Can I twist the kitchen sink spray nozzle?

No, please pull downwards. Twisting will loosen the nozzle and may cause a leak. The damage from the leak is not warrantable and you may be charged for this remediation.

Are there individual meters for each suite? How do I set up a new account upon move-in?

Yes, the electricity for each suite is individually metered by New Westminster Electric Utility. The homeowner is 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 electricity service

For new accounts: please contact New Westminster Electric Utility at 604-527-4555 or online at <https://www.newwestcity.ca/services/electrical-utility#applying-for-or-cancelling-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 New Westminster Electric Utility at 604-527-4555.

Are renovations permitted within my suite?

Please check with your strata property management company, you may require Strata Council's approval and must follow building by-laws/code requirements.

Is home insurance mandatory?

No, it is not. However, it is strongly recommended that adequate insurance coverage for your personal contents, personal liability and any betterments are covered in your strata lot.

Common Area FAQ

Will I have access to Club Central (amenity building between The Sapperton and The Westminster)?

Yes, residents will have access to Club Central by using fob. Please confirm hours of operation with your Strata Property Management as access may be restricted due to COVID-19.

How many keys will I get for my new home?

All suites will receive a minimum of 2 suite keys, 2 key fobs and 2 mailbox keys. Additional key fobs can be purchased from your Property Management Company, Assertive Northwest Property Management Group Inc.

Who should I contact for Entry Phone Programming?

Please confirm the name you would like displayed and the phone number you would like linked to the entry phone system. Building Manager can make the necessary updates.

Who should I report common area issues to?

Problems in areas such as in the lobby, elevators, landscaping, recreation areas, or parkades, are the responsibility of your property management company, Assertive Northwest Property Management Group Inc. Please follow the reporting procedures indicated by the property management company. 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.

How to operate enter-phones, proximity readers and key fobs?

- 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 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, notify your property management company immediately
- procedures indicated by the property management company

Who should I report to if I have enter-phones, proximity readers, and key fob issues?

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, for problems with proximity readers and enter-phones in your building within business hours, please contact your Building Manager Bhuwan Budhathoki

- Email: Columbiamanager5396@gmail.com
- Phone: 236-833-8899

After 5pm or on weekends, please contact Assertive Northwest Property Management Group Inc, your property management company emergency line at 604-253-5566 (available 24 hours).

How will my visitors enter the building?

The building is equipped with a enter-phone system that allows you to control access to the building from within your suite by use of your cell phone or landline.

The enter-phone system utilizes a “phone-line” system that enables visitors to connect to your phone whether you are using standard landline, or cell phone as your main device. Currently the enter-phone can only have one phone number programmed in the system.

When a visitor calls you from the enter-phone system visitor entry panel, pressing “6” 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 “6” you will hear the confirmation tones from the enter-phone system 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.

What are the security features in the building?

- Secure parking for residents in the underground parkade
- An enhanced enter-phone system;
- Key fobs replacing keys for entry to the building and parkade, which can be deactivated if lost or stolen
- Restricted elevator access on each floor allowing residents on every floor to have maximized 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 garage door is fully closed every time you enter or exit the parkade. Building security is the responsibility of every resident.

How can I apply for bike storage?

Storage for bikes has been provided in the designated section in the parkade. Arrangement for use of these storage rooms can be made through your Property Management Company.

Where is the Garbage/Recycling Room?

Located on P1, to access the Garbage/Recycling area, simply swipe your FOB against the reader.

What is our building insurance amount?

A copy of your strata insurance policy can be obtained from your strata property management company.

Club Central Amenity

10,000+ SQFT OF PRIVATE INDOOR AMENITIES

CLUB CENTRAL at Brewery District is epic in size with clean lines and metallic tones—a subtle nod to the neighbourhood's rich industrial heritage. Floor-to-ceiling windows bring the great outdoors inside, maximizing natural light and offering a glimpse of the comings and goings outside. Regardless of your lifestyle or fitness goals, CLUB CENTRAL at Brewery District has everything you

need to warm up, work up a sweat and wind down. This state-of-the-art facility includes a fully equipped gym with change rooms, a squash court, studio spaces, a sauna and steam rooms, and a private treatment room. Upstairs, you'll find meeting rooms for hosting groups, a craft room for rainy-day pursuits, a lounge for entertaining, and a party room fit for any occasion.



- 1 LARGE INDOOR LOUNGE**
Kick back with friends rain or shine.
- 2 CRAFT ROOM**
The perfect place to make something special.
- 3 MEETING ROOMS**
Work out of a home office and still have that professional place to meet.
- 4 KITCHEN**
Host a gourmet party with all your friends without making a mess at home.
- 5 GYM & WEIGHTS**
Tone up with free weights or circuit training.
- 6 SQUASH COURT**
Join the ladder to up your game.
- 7 CHANGE ROOMS**
Offering security while you work up a sweat.
- 8 SAUNA ROOM**
Escape the rain and bask in dry heat.
- 9 STEAM ROOM**
Decompress after a long day at the office.
- 10 TREATMENT ROOM**
Have your masseuse come to you.
- 11 YOGA & DANCE STUDIOS**
Meet in Downward Dog on the mat or practice your Latin dance moves.



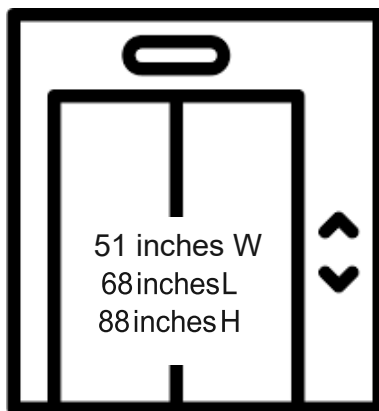
Move in/out FAQ

What is the procedure of moving in/out?

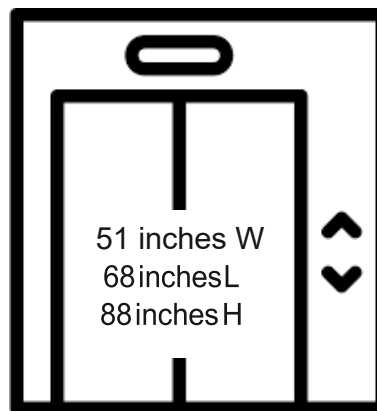
- Prior to moving in or out of the building, you MUST contact your property management to schedule a date and time.
- They will reserve an elevator for your use and hang protective padding in the elevator cab.

What are the measurements for entrances, elevators, and suite doors?

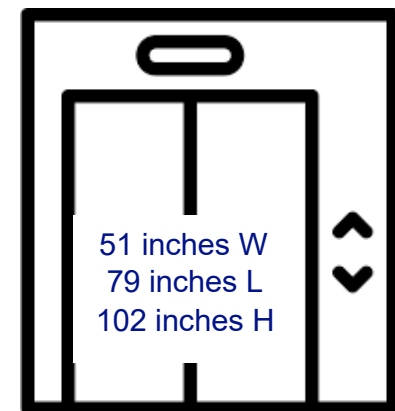
Elevator 3



Elevator 2



Elevator 1 (biggest)



Lobby door opening: 82 inches H x 63 inches W

What is the maximum clearance height for the building garage gate?

The maximum clearance height is 79" inches H (6 ft 7 in).

Emergency Service

While emergency warranty situations are rare, when they occur, prompt response is essential. Begin by checking items you can check. Emergency services generally tend to be of the following nature:

- Electrical
- Heating system
- Plumbing/Leaks

Details on these items, as well as maintenance instructions can be found in the Care and Maintenance section. Individual categories may have troubleshooting tips as well. Please review these tips, which can be found at the end of the corresponding sections (ex. Electrical Outlet). Often the appropriate actions taken by you can solve a problem immediately or minimize the situation until a technician arrives.

If you are unable to solve the problem with the troubleshooting tips, please email Wesgroup Customer Service Monday to Friday, 8:30 am to 5:00 pm at customercare@wesgroup.ca.

After hours, or on a weekend or holiday, call your Property Management Company at 604-253-5566 (24 hours) or see Strata Property Management Section.

Strata Property Management Company or local utility companies provide emergency responses to the following conditions:

- Total loss of heat when the outside temperature is below 10 degrees Celsius
- Total loss of electricity
- Total loss of water
- Plumbing leak that requires the entire water supply to be shut off
- Gas leak

To report a Natural Gas Emergency, call the 24-hour FORTIS BC Emergency Line* at 1-800-663-9911.

*An emergency is generally considered to be a gas leak which requires immediate attention. Please note that FORTIS BC, as well as other companies, charge for service calls that do not constitute an emergency.

Note that if a service (gas, electricity, water) is out in an entire area, attention from the local utility company is needed. Wesgroup Customer Care and Strata Property Management Company are unable to help with such outages.

Examples of conditions which are NOT considered emergencies are listed below:

- Toilet is plugged
- Dripping faucet
- Leak under sink or lavatory
- Inoperative appliances

The examples listed above will not result in property or personal damage if left until the next working day and is therefore considered non-emergency service items.

Internet access is available, and Telus provides all new homeowners a promotion package based on a 2-year term.

Why choose TELUS?

Keep life simple with all of your home services under one roof.



TELUS PureFibre™

The fastest, most reliable internet technology!

- Stream without buffering and watch shows with no interruption
- Share photos and videos easily with equally fast upload and download speeds!
- Power through peak hours with a consistent connection all day
- Experience the peace of mind that comes with end-to-end data on a 3-year term (\$15/mo thereafter)



Optik TV

The best keeps getting better

- Build your ultimate TV package and add premium entertainment options like Netflix and Crave Movies + HBO
- Turning it last? Restart like TV in progress or from the past 30 hours
- Get the news, 4K entertainment with live channels, On Demand and more!



SmartHome Security

Manage your home from anywhere

- See who's at the door or monitor your home with live mobile video
- Enjoy energy savings with devices like smart thermostats!
- Stay secure with 24/7 monitoring for fires, floods, carbon monoxide and break-ins
- Enjoy savings of up to 20% on home insurance!



TELUS Mobility

Ask about our special offers and learn how you can save even more when bundling all services together



TELUS Rewards

Earn points that you can turn into rewards you'll love, just for being a TELUS customer with 2 or more products.

Offer only available through our **New Home Dedicated Centre** at **1-855-277-0619** or visit telus.com/newhome
Special code: **EDGE-NEWHOME**



TELUS
the future is friendly.

[illegible]

Emergency & Important Contacts

Emergency

Ambulance	911
Police	911
Fire Department	911
New Westminster Electric Utility - Power Outages	604-239-6100
Fortis BC, Gas	1-800-663-9911
Assertive Northwest Property Management Group Inc. Strata Property Management (After 5 pm & weekends)	604-253-5566 (24 hours)

Non-Emergency

Ambulance	1-855-660-2757
Police	604-525-5411
Fire Department	604-215-4843
Canada Post	1-866-267-1177

Product & Paint Codes

Product	Brand	Model #
Smoke & Carbon Monoxide Detector (Kitchen)	Kidde	Wire-in with 2x2A battery backup * Model: KN-COSM-IBACA
Smoke Detector (Bedroom)	Kidde	Wire-in with 1x9V battery backup * Model: i1204OACA
Thermostat	Oullett	OTL221
Kitchen Pot Light Bulb	/	VIV-MR16 * 7 Watts
Bathroom Light Fixture Bulb	/	S29589 * 9.5 Watts

* Wesgroup is not responsible for changing of light bulbs or battery replacement

Paint Codes (Light and Dark Colour Schemes)

Area	Colour	Description
Walls	Benjamin Moore OC-21 – Winter White	Low Sheen Extra White
Doors & Trims	Benjamin Moore CC-30 – Oxford White	Semi-Gloss Extra White
Ceilings	Benjamin Moore CC-30 – Oxford White	Flat Extra White

Appliances

Standard and Penthouse Package				
Appliance	Brand	Model #	Service	Contact Info
Refrigerator (24")	Whirlpool	URB551WNGZ	Trail Appliance (provides 1-year warranty)	Email homeownercare@trailappliances.com Phone 1.888.416.2990
Refrigerator (30")	Whirlpool	KRFF300ESS		
Range + Oven	KitchenAid	KSGG700ESS		
Microwave	KitchenAid	YKMCS1016GS		
Dishwasher	KitchenAid	KDTE234GPS		
Hood Fan	AEG	PERFEKTGLIDE-30/YKMHS120ES		
Front Load Washer	Whirlpool	WFW560CHW		
Front Load Dryer	Whirlpool	YWED5620HW		

Care and Maintenance



Appliances

The appliances of your new home have been checked and tested to ensure that they are operating properly.

All the appliances in your new home come with a manual, which detail the operating procedures for the specific appliance. These instructions must be followed in order to maintain the manufacturer's warranty. Any warranty cards provided with the equipment should be completed and sent to the manufacturer to ensure your warranty obligations are met.

A hard copy of all Appliance Manuals was left in your kitchen drawer during your suite Walk-Through. A digital copy of all Appliance Manual located under Maintenance and User Manuals of Service section of the wesgroup.ca website as well as the homeowner portal. All appliances are covered under warranty for one (1) year after the occupancy date of the home. The warranty on all appliances is proudly offered through our partner and supplier, Trail Appliances.

****With dryers, check and clean the exterior vents on a monthly basis as they commonly become plugged with lint which reduces the efficiency of the dryer and can be a fire hazard.**

****The primary and secondary lint trap should be cleaned after every load of dried laundry. Failure to clean this lint trap as recommended may result in condensation build up in the dryer duct and trap moisture in the ceiling or walls of your home.**

Bathroom Sinks and Tubs (Acrylic)

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

Cleaning and Maintenance Instructions:

- To clean the surface, it is recommended that you use common household cleaners such as mild detergent. Rinse well and dry with a clean cloth.
- Never use abrasive cleaners

Cabinets (Veneer/Laminate)

Dust veneer / laminate 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 meet 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.

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 to contact the cabinets.

Chrome 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 or chemical sprays as they may cause de-plating of the finishes or damage to the plastics. It is recommended to remove any soiling by buffing with a soft clean cloth.

Closet Shelves

The shelves of your closet systems are designed to support light items such as clothing. Care should be taken not to place luggage, wines, and other heavy objects on the shelves. Excessive weight may collapse the shelves. Please note there is a 20lb weight capacity per 3ft shelf.

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 surface

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.

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 Care.

Electrical Outlets

Kitchen Counter Electrical Outlets:

Each electrical outlet is located underside of kitchen cabinetry and 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.

Dedicated Switch Outlets:

Dedicated switch outlets are indicated by a red dot in your master bedroom and living room. A lamp plugged into this receptacle can then be operated by turning on the light switch. There are two types of outlets: one of the receptacles is “switched” on - indicated by a red dot - and the other is “live” and operates in the same manner as a regular outlet. It’s recommended not to plug in alarm clocks or phone chargers at these dedicated switches.

ERV (Energy Recovery Ventilation)

Every unit is equipped with an ERV system which is an air exchanger designed to continually deliver fresh air. The system is programmed to run 24/7 on low speed and will kick into high speed when someone enters the bathroom and the sensor is triggered. The fan will continue to run 10-15 minutes after exiting the room or it can be “disabled” by pressing the button above the sensor but it is not recommended to do this if you are using the bath or shower.

The 2 filters Inside the ERV system should be removed every 3 months for a gentle wash, let dry and replace. Simply turn the latch to release the filters (please refer to page 15 of the VENTS US ERV user manual).

Flooring

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

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.

Heating and Cooling

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

Kitchen Backsplash

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 drying. 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.

Light Fixtures

The light cover in the ceiling has been wired for a ceiling fixture. Please use a licensed electrician when installing your decorative fixture.

*Please note that light bulbs are homeowner maintenance items. These can be purchased from an electrical supply store. Before requesting warranty service, ensure that you have tried replacing the bulb or tube in your fixture

Marble & Porcelain Tile Flooring:

Wash with water and a pH neutral cleaner; rinse with warm water and allow drying. Always wipe up spills immediately.

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.

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.
- 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.
- Periodically clean the floor with cleaning products made specifically for laminate floor care.
- 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.
- Do not use steel wool, abrasive cleaners, or strong ammoniated or chlorinated type cleaners.
- Do not use any type of buffing or polishing machine.

Environmental Protection:

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

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 cause scratches to the glass. 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. On the mirrors frosted frame, please use a clean cloth which has been lightly dampened with water, no harsh cleaners or ammonia should be used on the frame.

Paint Surface

The colours of the walls and wood trim paint have been chosen by an interior designer to coordinate with your in-suite colour scheme. See the Product Section for more details.

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.

Smoke Detector

If the alarm is set off by mistake, open windows to clear any smoke in the area of the detector. Vacuum smoke alarms every six months to ensure reliable performance. Replace your smoke alarm batteries once a year, even if they still work. Do not disconnect smoke alarms or remove the batteries. Renew smoke alarms as the manufacturer directs (e.g., 2029).

Stainless Steel Sinks

Clean with a soft cloth, mild detergent and water. To restore the original deep luster, 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.

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.

Water Pressure

Your building has been designed to Metro Vancouver 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.

Water Shut-Off Valves

The domestic suite water shut off valves are located behind the access panel with the “Hot/Cold Water Shut Off” label affixed to it. It is always important to familiarize yourself with this location and to maintain clear access to it.

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.

Windows

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

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 windows from opening more than mm (4").

Disclaimer

This manual has been prepared on behalf of the Developers of The Columbia project for general reference and convenience of the owners in The Columbia. The information in this manual was compiled January 2020 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 Disclosure Statement (collectively the “Legal Documents”), the provisions of the Legal Documents govern.