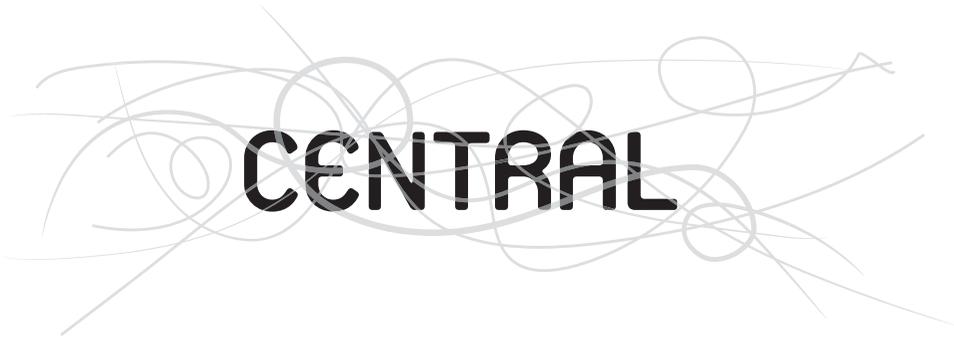




WELCOME BOOK

CENTRAL



WELCOME TO YOUR NEW CENTRAL PHASE 1 LOFT.

Included in this book is information that will answer questions you may have about Phase 1 at Central and your unit:

PAGE	SECTION
1	GENERAL INFORMATION
10	DEFICIENCIES
12	THINGS TO KNOW ABOUT YOUR LOFT UNIT
20	LIVING GREEN
24	URBAINA AND STAYING IN TOUCH

Together with this book you are being or have been provided with a Homeowner Information Package produced by **Tarion Warranty Corporation**. This package gives you important information on your inspection process and applicable Tarion warranties.

We wish you all the best in your new home.



GENERAL INFORMATION

BUILDING ADDRESS AND MAILBOXES

Central Phase 1 fronts onto three streets – Bank Street, Gladstone Avenue, and McLeod Street – and for that reason has a number of municipal addresses. Your municipal address will depend on the location of your unit in the building, as follows:

354 Gladstone Avenue Ottawa, ON K2P 0R4	Floor 2 Floor 3 Floors 4 to 8 Floor 9	All units All units Units 01 to 17 PH01 to PH09
349 McLeod Street Ottawa, ON K2P 0S1	Floors 4 to 6 Floor 7 Floor 8	Units 18 to 34 Units 18 to 30 Units 18 to 29
351 McLeod Street 353 McLeod Street 355 McLeod Street 357 McLeod Street 359 McLeod Street Ottawa, ON K2P 1Y9	Lofthouse 1 Lofthouse 2 Lofthouse 3 Lofthouse 4 Lofthouse 5	

Please note that there are **two lobbies** at Central Phase 1, one on Gladstone Avenue and one on McLeod Street, and that your **mailbox** will be located in the lobby on the street of your municipal address.

PROPERTY MANAGER

Taggart Realty Management
225 Metcalfe Street, Suite 708
Ottawa, ON K2P 1P9

>	Stefania Paranzone
T	613.234.7000 ext. 221
F	613.235.8910
E	sparnanzone@taggart.ca
	After Hours Emergency Number
T	613.239.4087

Stefania Paranzone of Taggart Realty Management is the Property Manager for the building. The Property Manager is responsible for the management of the building generally and all issues (other than deficiencies) with respect to your unit. Examples of issues that the Property Manager would deal with are:

- Cleanliness and maintenance of the common areas
- Malfunctioning of such things as the garage door, garbage chute or recycling system
- Building security and access issues
- Concierge issues
- Fire alarm malfunctioning
- Broken pipes or plumbing problems
- Noise concerns with neighbours, where they cannot be settled privately.

Taggart Realty also collects the monthly common element fees. Please communicate with Stefania regarding any problems, questions or concerns with respect to property management issues.

Any deficiencies remaining in your unit will be dealt with through the contractor as set out in the "Deficiencies" section.

In the event of an emergency, such as a **loss of heating, water leakage or any urgent deficiency** that could cause damage or harm, please contact the Property Manager immediately. During off-hours you should contact the emergency service department of the appropriate utility and/or the Property Manager by way of its emergency number provided above.

BOARD OF DIRECTORS

The board of directors is responsible for enforcing the Declaration, By-laws and Rules of the condominium as well as general affairs and owner concerns in the building. The Board will consist of owners who volunteer and are elected during the turn-over meeting, which will be held approximately two months after the building is registered.

To contact the Board of Directors, please send all correspondence through the Property Manager.

DEVELOPER

Urban Capital (Gladstone) Inc.
c/o Urban Capital Property Group
17 Nelson Street
Toronto, ON M5V 0G2

>	Taya Cavanagh
T	416.304.1755
F	416.304.0736
E	cavanagh@urbancapital.ca

Urban Capital (Gladstone) Inc. is the developer of Central Phase 1 and has sold your loft unit to you. If you have any questions with respect to the sale of your unit or the terms of your purchase agreement, please contact Taya Cavanagh.

CONTRACTOR

Doran Residential Contractors Ltd.
3187 Albion Road South
Ottawa, ON K1V 8Y3

>	Kathy Dillon
T	613.526.2400 ext. 342
F	613.526.2880
E	kdillon@doran.ca

Doran Residential Contractors Ltd. is the building contractor and is responsible for rectifying any deficiencies in your unit as well as any warrantable items during the warranty period. Deficiencies will be dealt with in the next section.

CONSTRUCTION COMPLETION

When you occupy your unit it is possible that certain floors above you will still be under construction. We anticipate that the balance of the units as well as the common elements will be completed by mid 2012. Until such time you should expect workers to be on-site from 7:00 a.m. to 5:00 p.m. on weekdays, and from 8:00 a.m. to 5:00 p.m. on weekends.

Notwithstanding the above, construction work, including fire alarm testing, may take place outside these hours. We apologize for any inconvenience.

Please be advised that we only receive occupancy permits for the floors we are occupying, and as such you or anyone you've brought on-site are not permitted to enter any unoccupied floor. We have instructed our contractor to strictly enforce this rule.

AMENITIES AND COMMON ELEMENTS

Central's amenities are located on the second floor.

The **interior amenities** are located in the double-height space behind the façade of the former Metropolitan Bible Church, and include:

- A fitness/cardio room;
- A Party Room with a kitchen/bar and lounge area including a pool table; and
- A Theatre Area with state of the art audio-visual equipment.

As a Central resident you also have access to a **private outdoor courtyard** with two lounging areas, each equipped with lounge seating, a barbecue and a dining area.

Your condominium board will set the **rules for reserving and using these spaces**. All amenity areas are accessible using your key fob (see below under Security).

In terms of construction schedule, priority is given to the interior of the units and then the common elements. Since the early months of 2012 will see almost 240 units being occupied, it is in everyone's interest to leave portions of the corridors, elevators, amenity areas and lobbies either fully or partially unfinished. Once the majority of residents have moved in to their units, these common areas will then be completed. This will help to protect the finishes in the building and ultimately your investment.

CENTRAL IS A LEED BUILDING

Central is among Ottawa's **most environmentally advanced condominiums**. From the site itself to the materials we used to build the building to the building's high level of energy efficiency, Central is a leader in environmental design.

Central Phase 1 has been registered with the Canada Green Building Council as a **LEED Silver** building. The process to obtain LEED accreditation is a long one, and we anticipate that the full accreditation process will take a further twelve to fifteen months to complete. We will follow up with you directly once the process is completed.

As a LEED building, there are many new environmental features and technologies, either in your unit specifically or as part of the building generally, that you should know about. These features are available for your review in two locations:

- In the "**Living Green**" section of this Welcome Book.
- On our **urbancapital.ca website**, under "my condo". This section of our website is currently under construction, but will provide you with extensive information on the LEED and other environmental features of your unit. We anticipate that this service will be available in February 2012.

Probably the **most critical factor** in ensuring that Central continues to benefit from its various environmental features is its **ongoing property management**. For this reason, we will be providing your Condominium Board and Property Manager with a detailed manual outlining what needs to be done to ensure that the building is property operated and maintained as a LEED building.

LEED (Leadership in Energy and Environmental Design) is an internationally recognized system for evaluating the "green-ness" of building design and construction practices. Buildings that are awarded a LEED certification incorporate leading-edge design, construction, and operational practices that protect the environment and promote healthy working conditions. LEED Certification indicates that experienced professionals, working collaboratively, have arrived at a superior building design.

The LEED Rating System awards points for meeting design and performance standards that are much higher than those used in conventional buildings. Points are awarded in six categories:

- Sustainable sites
- Water efficiency
- Energy and atmosphere
- Materials and resources
- Indoor environmental quality, and
- Innovation and design.

CENTRAL IS A MIXED-USE BUILDING

In addition to being a LEED building, Central is also a “mixed use” building, in that it houses both commercial and residential components. The **commercial component** is comprised of three retail stores fronting onto Bank Street:

- A **Shoppers Drug Mart** with access at the corner of Bank and Gladstone;
- A **Starbucks** located at the corner of Bank and McLeod; and
- Our **Urban Capital Realty** office in between.

We anticipate that the three retail spaces will be occupied in early to mid-2012.

Please be aware that **Central’s commercial component is a separate property** and is not legally part of the Central condominium. The legal relationship between this commercial property and the Central condominium is governed by a Shared Facilities Agreement. This agreement will be managed by your Property Manager on behalf of your condominium corporation.

RESIDENT, COMMERCIAL AND VISITOR PARKING

Central’s resident parking is located in the **two underground parking levels** of the building. In the interest of fairness, parking spaces have been allocated randomly; if not provided to you already, your allocated space will be provided to you on interim closing.

The **underground parking garage is accessed off of both Gladstone and McLeod streets**, through overhead garage doors at the east end of the building. Please note the following:

- To enter or exit through the **Gladstone entrance**, you **simply approach** the overhead garage door and it will automatically open.
- To enter or exit through the **McLeod entrance**, you must use the **remote control** provided to you on occupancy.

Once inside the building, you arrive in a service drive aisle that runs between the Gladstone and McLeod entrances. From this drive aisle you turn down a ramp that leads to the underground parking.

Please note that Central includes **a public and visitor parking area** that is located in the first part of the underground parking garage. You must drive through this part of the garage before **passing through one of two overhead garage doors** to reach the residential parking area (one is located in the central drive aisle, the other in the southwest portion of the garage). These garage doors are operated by your remote control.

Public and visitor parking at Central is provided on a pay per use basis. Visitors must exit the parking garage to the street and then access the building through one of the two residential lobbies (see below), or can be met by a resident in the visitor parking area and then gain access to the residential component of the building with him or her.

BICYCLE PARKING

Bicycle parking posts are scattered throughout the public and visitor parking area and the residential parking area, and are available on a first-come first-serve basis. To access the residential parking area, residents who do not own a parking space (and therefore do not have a remote control to operate the overhead garage door) can use their key fobs to open an adjacent pedestrian door.

LOBBIES AND ELEVATORS

There are **two lobbies** at Central, one on Gladstone Avenue and one on McLeod Street, each with two elevators:

- The **Gladstone lobby** is the principal lobby of the building and is where the concierge is located. The following units are accessible from the Gladstone lobby:

Floors 2 and 3	All units
Floors 4 to 8	Units 01 to 17
Penthouse Floor	PH01 to PH09

- The **McLeod lobby** is a secondary lobby that serves the following units.

Floors 2 and 3	All units
Floors 4 to 6	Units 18 to 34
Floor 7	Units 18 to 30
Floor 8	Units 18 to 29

Please note that both lobbies are also accessible from any floor by way of the “cross-over” floors 2 and 3.

CONCIERGE

Central benefits from executive concierge service **Monday to Friday, 9:00 to 5:00 pm**. The condominium board will have the ability to change the extent and times of your concierge service.

Concierge service will commence after approximately fifty percent of the building is occupied.

As mentioned above, the concierge is located in the **Gladstone lobby**.

BUILDING ACCESS AND SECURITY

With your safety in mind, we have included the following security features in Central:

- The building entrance and the elevator lobbies at each of the two parking levels and the amenity rooms are all equipped with **proximity key fobs**. To unlock a door you simply hold your fob within 5 inches of the reader. The benefit of this system is its ease-of-use as well as its security features, which among other things allow the property manager to add and delete entrants, thereby controlling who can and cannot enter the building.
- An **Enterphone** system is located in the building's two entry vestibules. From your suite **press 6** to open the front door. You will require a land line telephone to make use of this system.
- The building entrance vestibules contain **video cameras** that allow you to view on your television who you are letting in. This information is available on **Channel 69**. Please note that you will need to be a Rogers subscriber to make use of this feature.
- **Security cameras** have been installed at key security points in the building, such that any undesirable activity will be recorded as well as visible at the CCTV located at the concierge desk.
- Access to the **residential parking area** requires either a remote control (which opens either of the two overhead garage doors) or a key fob (which opens the pedestrian door adjacent to the central overhead garage door). Once inside the residential parking area a key fob is required to access the residential elevator lobbies. Only once someone is inside an elevator lobby will they have access to the rest of the building.

Notwithstanding the security features above, building security ultimately relies on **resident vigilance**. Always watch whether someone is entering the building behind you, and remain at the garage door entrance until the door is closed to ensure no one gains access this way. Finally, do not let in unidentified persons by way of the Enterphone system.

RECYCLING SYSTEM

As an environmentally conscious building, Central is equipped with a state-of-the-art recycling system that allows easy separation at each floor of garbage and recyclables. With the push of a button at your floor's garbage chute door, the system directs itself to the proper container in the ground floor garbage room.

It is imperative that you **use this system properly**, in order not to contaminate the separated bins and defeat the purpose of this recycling facility. Instructions on how the system works are posted in the garbage/recycling room on each floor.

WINDOW COVERING RESTRICTIONS

Your choice of window coverings has a significant impact on the look of the building. In order to maintain a clean, upscale appearance of your loft style building, the condominium declaration requires that any window coverings you install be proper blinds or curtains, and that they be **white or off-white** in colour, or have a backing to this effect.

OUTDOOR FURNITURE RESTRICTIONS

As with your window treatment, the look of what you place on your balcony or terrace also has a significant impact on the overall look of the building. As a result, the condominium declaration includes the following restrictions on balcony and terrace use:

- All furnishings must be wood or metal or an equivalent high quality material; no plastic furnishings will be allowed;
- The balconies will not be allowed to be used to store any materials, include bicycles; and
- Nothing will be allowed to hang off the balcony railings, including plantings.

We also remind you that throwing cigarettes off a balcony or terrace is a serious fire hazard for the units below.



We are committed to ensuring that deficiencies in your unit are rectified quickly and properly. Your contact person with respect to deficiencies is:

>	Kathy Dillon
	Doran Residential Contractors T 613.526.2400 ext. 342 F 613.526.2880 E kdillon@doran.ca

In order to deal with deficiencies effectively, we have put in place the procedure set out on the facing page. Please note that for both your protection and our control, we will only deal with deficiencies in accordance with this procedure. **Please do not discuss deficiencies directly with our contractor's on-site staff.** Our intention is to complete deficiencies in your unit in an orderly way, and this will only be possible with one line of communication to the contractor.

PRE-DELIVERY INSPECTION (PDI)

Approximately two weeks before moving in you will have a Pre-Delivery Inspection (PDI) of your unit. At this inspection a representative of the contractor will inspect your loft unit with you to note any deficiencies and go over certain features and functions that you need to know. You will also at this time receive your **Tarion Certificate of Completion and Possession**. Your possession date will be noted on the form as the date on which you take Interim Occupancy of your unit.

PDI FOLLOW-UP INSPECTION

Your PDI will be followed up by an inspection approximately one week before you move in, at which time you will inspect and sign-off on deficiencies that have been corrected.

30-DAY INSPECTION

Approximately three to four weeks after you move in you will meet with a representative of the contractor to conduct a 30-Day Inspection. At this inspection you will hopefully sign off on any remaining deficiencies, which by this time should have been remedied. **Deficiencies that remain after this date will be dealt with and signed off on an as-needed basis.**

After you move in, you may notice certain **deficiencies that were not identified during your PDI**. Within reason we will gladly rectify these deficiencies. Please do not raise these additional deficiencies, if any, with the contractor's on-site personnel. Instead, please make a note of them and they will be reviewed during your 30-Day Inspection.

In the event that there are **deficiencies that cannot wait** for the 30-Day Inspection, such as appliances that are not properly hooked up or do not work or leaking bathroom fixtures, please contact Kathy Dillon immediately.

Before contacting us you should also refer to "Things to Know About in Your Loft Unit" (next in this package) to determine whether there may be some pertinent information there.



This section addresses typical questions from new condominium owners, and provides some tips on maintaining your loft unit and its components. The information is by no means exhaustive. Should you have more detailed questions about any of the items listed, or questions about other aspects of your unit, please contact your Property Manager directly.

A. Systems

- Heating and Cooling
- Ventilation
- Plumbing
- Electrical System, Light Fixtures and Outlets
- Electricity Sub-Metering
- Telephone and Cable

B. Finishes and Components

- Appliances
- Hardwood Flooring
- Blinds and Sunshades
- Countertops

C. Other

- Caulking
- Condensation
- Insurance
- Insurance

The Bare Minimum

Complete and mail in your **appliance warranty cards**.

Arrange for your own contents and upgrades **insurance** (this is not covered by the condominium building insurance that is part of your condo fees). Please see below under Insurance for information on insurance packages that we have pre-arranged for you.

Complete and submit your **Stratacon electricity billing application form** (see A.5 below)

Your **heat pump and HRV** both have **filters**. These filters should be replaced every three months. Both of these units also have **condensate drains**, and these should be checked for any blockage each time the filters are changed. Note that the condominium corporation may put in place a program to do this.

The **filter in your range hood** should also be cleaned on a monthly basis.

After each load, the **lint-trap in your dryer** should be cleaned. Your dryer vent system also has an **additional inline filter** in the exhaust duct. It is located near the dryer. This filter should also be checked regularly and cleaned whenever any significant amounts of lint are noticed.

Do NOT use soap, ammonia-based cleaners, vinegar or detergents on your **hardwood flooring** and never pour water (or allow it to pool) on the floor. To clean hardwood floors use a lightly damp cloth and/or a proper wood cleaner.

Use only liquid **non-abrasive cleaners** on ceran-top stoves, bathtubs, countertops and stainless steel sinks.

Shut-off valves control water flow to individual plumbing fixtures and appliances. In the event of leak from a fixture or appliance, immediately shut off the valve to it.

A. SYSTEMS

A.1 HEATING AND COOLING

The heating and cooling for your unit is supplied by an **energy efficient heat pump system** located in the suite. Where necessary, your unit may also contain electric baseboard heaters as a supplemental heating source in very cold temperatures. Heating and cooling are controlled by setting the desired temperature on your **wall mounted thermostat(s)**.

If your heating or air conditioning is **not working**, check the circuit breaker in your electrical panel (see "Electrical System", above). If the breaker is off or "tripped", switch it on. If it is on, switch it off for 30 seconds and then switch it back on. If the heat pump does not start working, please contact the Property Manager.

Your heating and cooling system will work most effectively if you keep the following points in mind:

- The system is a "closed" one in that it recycles air within your unit. Warm or humid air from outside disrupts this process, so you must keep all **windows and balcony doors closed** in order for the air conditioning system to be effective.
- Your A/C will not overcome **heat gain** from direct sunlight. Please ensure that your drapes or blinds are drawn during direct sunlight hours.
- It is far **easier for the system to keep a suite cool or hot than to cool or heat it**. Therefore, even if you are away during the day, keep the temperature in your suite moderate during that time by running the air conditioning or heating at moderate levels.
- When **outdoor temperatures are low**, it is generally recommended that drapes, curtains and blinds be left in an open position to allow airflow over the windows to help reduce the amount of condensation that may form on windows.
- In order to keep the air flow strong, you need to **replace your heat pump filter every three months**. The filter, which is available in all major hardware stores, is accessed by opening the large panel below your main vent. Note that the condominium corporation may put in place a filter replacement program, in which case the Property Manager will take responsibility for this task.

Please also note that the air conditioning system in the building is **designed to provide internal unit temperatures of 24c** (to a maximum of 6-7c below outside temperatures). Setting temperatures below this level in the summertime may cause the system to become unbalanced and negatively affect air conditioning throughout the building.

A.2 VENTILATION

As an innovation from our previous developments, and as part of Central's LEED features, the **ventilation** for your unit is supplied by way of a **heat recovery ventilator (HRV)**, which brings fresh air directly into your unit from the outside. While you are at home, the HRV will run on a continuous basis at low speed. You can increase ventilation by turning on the **dedicated HRV switch**, which is the **tan coloured switch** in or near your bathroom. Increased ventilation is **automatically activated** when either the microwave or the range hood above the stove is in use.

Please note that the **range hood** installed above your stove is a recirculating type. When in operation, air passes through a filter before returning to the room.

Finally, your **clothes dryer** vents directly to the exterior and operates independently of the other ventilation systems in your unit.

A.3 PLUMBING

Individual **shut-off valves** control the water flow to sinks, the dishwasher, the washing machine and the toilet in your unit. In the event of a **leak** with any of these, the first step you should take is to interrupt the water supply by turning off the appropriate shut-off valve. We strongly recommend testing all shut-off valves upon your occupancy. It is good practice to shut off the water supply to the washing machine when it is not in use.

The supply of water to your unit generally is controlled by a main shut-off valve located in either your kitchen or bathroom. Any leaks beyond the individual fixtures or appliances as discussed above should be immediately stopped by turning off these valves.

Low-flush toilets have been installed in your unit as part of Central's LEED features.

A.4 ELECTRICAL SYSTEM, LIGHT FIXTURES AND OUTLETS

Your electrical panel contains individual **breakers** that control separate circuits. These breakers are marked to help you identify which breaker controls which appliances, outlets or other services. If any electrical service in your suite is not working, you should first check your electrical panel. If you do not know the location of your panel, or do not feel comfortable with how breakers function, please ask the Property Manager to give you a demonstration.

Your loft is equipped with wall sconce or ceiling light fixtures in your entrance way and/or hallways, track lighting over the kitchen, and a rough-in for lighting in the dining room. We do not supply dining room fixtures as this is a personal decor decision.

In order to preserve the look of our exposed concrete ceilings and given our open-concept design, we do not rough-in overhead lighting in living rooms, bedrooms or dens. Lighting in these areas is achieved by floor or table lamps that you plug into **switched receptacles**, i.e. outlets that are activated by wall switches. If you notice a light switch that does not appear to turn any light on, its likely function is to activate one of the plugs in that room.

Finally, for energy conservation purposes, your unit is equipped with an "occupancy switch" (or **"kill switch"**), which is the **tan coloured switch** located near your entry door. Activating this switch will automatically turn off the HRV and also turn off any directly wired lighting in the unit (note that lighting plugged in to switched receptacles will not be turned off). Other electrical circuits, such as the one powering your refrigerator, are not affected by the kill switch.

A.5 ELECTRICITY SUB-METERING

Central has been constructed with individual electric sub-meters for each unit. Stratacon Inc. will be reading your meter and billing you directly for electricity consumed in your unit. It is therefore essential that **the Stratacon application form included with this Welcome Book is filled in and submitted prior to your move-in.**

For more information, please contact:

>	Stratacon Customer Service
T	1.800.750.2960

A.6 TELEPHONE AND CABLE

Please note that **you are responsible to initiate both telephone and cable services.** Both Bell and Rogers offer a range of bundled services for you to choose from. With this book you will receive promotional deals exclusive to Central purchasers from both providers that you can select from and contact them directly to install.

B. FINISHES AND COMPONENTS

B.1 APPLIANCES

As part of your purchase you have received quality Whirlpool, Frigidaire or LG brand appliances. User guides and warranty information for these appliances are located in the respective units. It is **your responsibility to mail in warranty registration cards to the manufacturer.** Failure to do so may negate the manufacturer's warranty.

If there is a problem with one of your appliances when you move in, it may be because it has not been properly hooked up. Please contact Kathy Dillon (contact information in Part 1) to arrange for Doran to look into the matter.

If a problem arises with an appliance after it has been functional and it appears that the problem is with the appliance itself (as opposed to its hook-up), or if you need additional parts or want more information on how to use an appliance, you should contact Customer Service at our appliance supplier, Sears Canada. Please note that they may request an invoice number, which was not issued as appliances were delivered in bulk to the building. Reference the builder's name "Urban Capital (Gladstone) Inc.", the project name "Central" and have your possession date ready to disclose.

>	Sears Canada Customer Service
T	1.800.469.4663

B.2 HARDWOOD FLOORING

We have installed a high-quality engineered hardwood floor in your unit, depending on your selection. This product will maintain its excellent appearance provided that it is properly cared for and maintained. In this regard you should ensure the following:

- **Be careful of scratching.** Never drag furniture or heavy appliances along the floor. Be sure to support these with casters or glides.
- Never pour water or allow it to pool on the floor, and **immediately blot up spills** or spots using a lightly damp cloth
- Sweep or vacuum your floor on a regular basis to prevent dirt and grit from harming it
- Use mats or area carpets in high traffic areas
- Maintain normal interior humidity levels (45-60% in the summer; 35% to 50% in the winter)
- **Do not use wet mops**, wax conditioners, acrylic wax, steel wool, soap, detergents, ammonia-based cleaners or vinegar on the floor.

B.3 BLINDS AND SUNSHADES

If you are installing your own sunshades or blinds, you should note that the exterior windows are made of insulating glass that requires adequate ventilation to reduce glass stress. Therefore, when installing your shades, you should ensure that the shades when lowered are at least two inches away from the glass and one inch from the mullions (metal pieces). In addition, when lowering your shades you should always leave at least one inch open at the bottom near the sill.

B.4 COUNTERTOPS

The countertops in the kitchens and bathrooms at Central are made of various forms of natural and man-made stone. If you have light coloured countertops, always wipe up standing water immediately in order to avoid darkening of the stone by water absorption.

C. OTHER

C.1 CAULKING

Over time, normal wear-and-tear and the expansion and contraction of materials will loosen caulking or cause some materials to separate. You may notice this where drywall meets concrete, or where tile grout meets a tub. We will ensure that cracks or areas where two materials meet are properly caulked when you take occupancy. Maintenance of caulking after this time is your responsibility.

C.2 CONDENSATION

Condensation may appear in wintertime at your windows or window sills, resulting from high humidity within the unit, low temperatures outside, and poor ventilation at the window area (such as when your blinds are drawn). Condensation tends to be worse in a building during the first few years after completion, as a result of the release of moisture initially trapped in the concrete and the newly finished drywall. You should anticipate that there will be some condensation initially at Central, due in part to our exposed concrete ceilings.

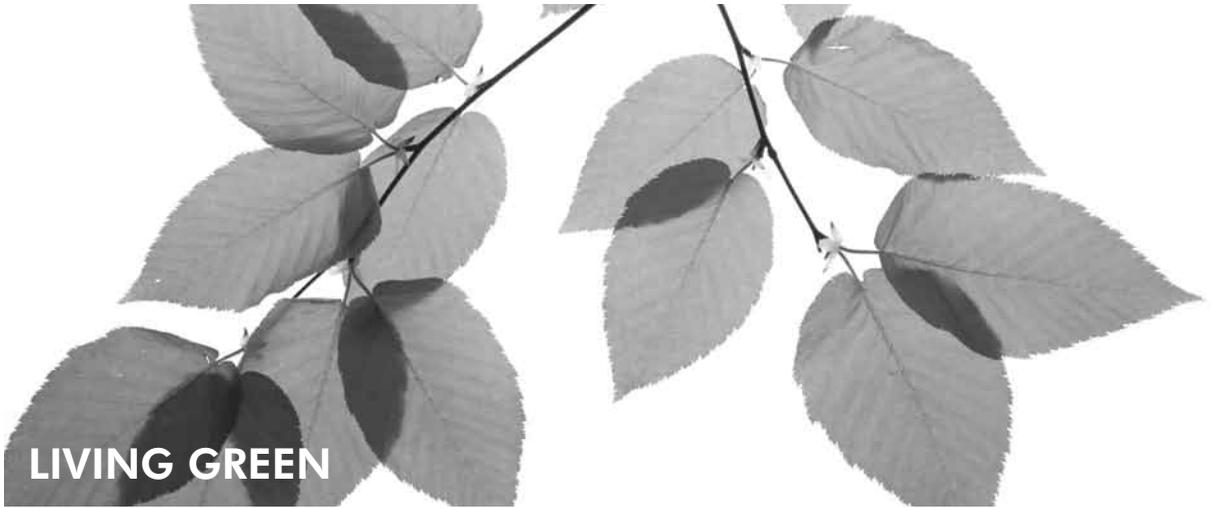
Please take the following steps if condensation issues appear in your unit:

- Leave drapes, curtains and blinds either fully or partially open to allow airflow over the windows;
- Vary the ventilation in your unit or make use of a dehumidifier;
- Always use your fan hood when cooking; and
- If you plan to be away from your unit for an extended period during winter, do not set the temperature in your unit significantly lower than your normal temperature.

C.3 INSURANCE

The condominium arranges insurance for the overall building, with the cost being included in your common element fees. This insurance, however, does not cover the contents of your unit or any upgrades and/or changes from the Standard Unit finishes as defined in the Declaration. It is **your responsibility to arrange for this insurance** for your unit.

Please note that as an Urban Capital customer and Urbaina member, you have access to easy-to-apply-for condominium insurance packages which we have arranged for you through Smith Petrie Insurance Brokers. For more information go to www.urbaina.com and click on "Services".



Central’s green technologies, equipment and features create a healthy living environment and are a manifestation of our commitment to environmental stewardship. Still, much of what we have done at Central will only be beneficial if you as the resident and your Property Manager understand it and use it. So here is our list of what’s green at Central, how it helps the environment, and what you need to know to make sure its properly used.

Green Feature or Action	How it Helps the Environment	What You Need to Do
A. Initial Construction		
We implemented an erosion and sedimentation control program during construction	This program controlled the off-site impacts of our construction on the neighbouring community	Nothing
We diverted demolition and construction waste from landfills to nearby recycling and salvage facilities	This action allowed us to divert approximately 85% of the waste generated from our construction activities	Nothing
Where possible we installed: <ul style="list-style-type: none"> ▪ Building materials with high recycled content ▪ Locally-sourced materials 	This reduced resource depletion inherent in our construction activities	Nothing

<p>B. Building Features Generally</p>		
<p>Central contains a vegetated green roof and rainwater storage system. Rainwater that falls on the Central site is now collected on the roof, where it is filtered and then stored in an underground concrete holding tank. From there it is used to irrigate all of Central's landscaping features, and also as a source of water for the on-site car wash</p> <p>For areas of the roof that are not vegetated, Central uses light rather than dark coloured paving materials</p>	<p>Central's rainwater storage system reduces runoff into the city's stormwater system, as well as the demand on Ottawa's potable water supply (all of the water required to irrigate the building's landscaped areas now comes from water retained on site). In addition, the use of green roofs and light coloured roofing materials helps to reduce the "heat island" effect caused by all of the asphalt and conventional roofing materials that currently exist in our urban areas, and is a more pleasant thing to look at from surrounding buildings</p>	<p>Nothing</p>
<p>We have installed an advanced recycling system in the building, allowing waste separation on each floor</p>	<p>This system encourages recycling and will allow Central to do its part in helping the City of Ottawa achieve its waste diversion goals</p>	<p>See Recycling System information in the first part of this Welcome Book</p>
<p>We are putting in place a full building life-cycle commissioning program</p>	<p>This program should reduce callbacks and complaints on your building's equipment and ensure that it operates at its optimum performance level, so that our efforts in designing and building an environmentally conscious building actually bear fruit</p>	<p>This program will be implemented in conjunction with your Condominium Board and Property Manager</p>
<p>As a resident at Central you will provided with a free one-year membership in Virtucar, a car share program</p>	<p>Car share programs reduce the demand for individual cars and thereby the need for parking spaces. The are also shown to reduce actual car usage</p>	<p>More information on your membership will be provided separately</p>

C. Energy and Water Efficiency		
<p>We have installed:</p> <ul style="list-style-type: none"> ▪ An energy efficient building envelope ▪ Energy Star appliances ▪ High efficiency heat pumps ▪ High efficiency central chillers and boilers ▪ Heat recovery ventilators (HRVs) that recover heat typically exhausted from suites (and use it to pre-heat incoming fresh air) 	<p>Based on these actions we anticipate (based on energy modeling calculations) that the overall energy usage at Central will be reduced by an estimated 35% as against the Model National Energy Code for Buildings</p>	<p>See Section A.2 under “Things to Know about your Loft Unit”</p>
<p>All units come equipped with an Occupancy Switch</p>	<p>Allows you to easily turn off all the (directly wired) lights in your unit when leaving, making energy efficiency easier to achieve</p>	<p>See Section A.4 under “Things to Know about your Loft Unit”</p>
<p>Lighting in all corridors and amenity areas are controlled by occupancy sensors</p>	<p>Improves energy efficiency</p>	<p>Nothing</p>
<p>All units are individually metered for electricity</p>	<p>Tends to reduce electricity usage by making users individually responsible for their use of electricity</p>	<p>See Section A.2 under “Things to Know about your Loft Unit”</p>
<p>All units have dual flush toilets and water efficient plumbing fixtures</p>	<p>Central’s water efficient plumbing features are projected to save over 5.7 million litres of water annually</p>	<p>Nothing</p>

D. Unit Features		
We have installed only sustainable hardwood flooring,	The use of sustainable hardwood flooring supports sustainable forestry practices	Nothing
We used only zero VOC-emitting paints, and low-emitting coatings, adhesives, sealants and carpeting	The use of only low-emitting and low-VOC materials improves indoor air quality in your unit by reducing "off-gassing"	Nothing
We undertook Indoor Air Quality (IAQ) testing before occupancy	This was done to confirm that all the steps we took to ensure healthy indoor air quality in your unit actually had the intended result	Nothing
With your Property Manager we will put in place a Green Housekeeping Program	This will ensure that only environmentally healthy and sustainable products are used to clean the common areas of your condominium, which should improve indoor air quality in the building generally	This program will be implemented in conjunction with your Condominium Board and Property Manager



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Once again, thank you and welcome.

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