



THE NEWMAN

CONDOMINIUMS

OWNER'S GUIDE - PHASE 1

WELCOMING REMARKS

TO THE NEW OCCUPANTS OF LE NEWMAN,

WE ARE VERY PLEASED TO WELCOME YOU TO YOUR NEW HOME! LE NEWMAN WILL CERTAINLY OPEN NEW HORIZONS FOR YOU.

IN ORDER TO MAXIMIZE YOUR EXPERIENCE, WE HAVE PREPARED THIS SHORT GUIDE THAT SHOULD ANSWER ALL YOUR QUESTIONS AND DIRECT YOU, IF NECESSARY, TO THE RIGHT SERVICES.

SINCERELY YOURS,

THE NEWMAN TEAM





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BUILDING INFORMATION

USE AND MAINTENANCE OF MY CONDO

WOOD FLOOR

- 1- Throughout the year, please maintain a relative humidity level varying between 40% to 60% so as to minimize expansion or retraction of materials and to comply with the manufacturer's warranty.
- 2- Do not use an excess of water to wash wood flooring.

RAIN-SHOWER (IF APPLICABLE)

Do not hang anything on the arm of the showerhead.

AIR CONDITIONING

Replace (or wash, depending on the case) the air conditioning filters and/or the air return, ideally every 3 months. We recommend an annual maintenance with a qualified company. (See pages 34-35)

VARIOUS

Do not leave household cleaning products near plumbing fixtures and accessories, such as inside counters and vanities. These products can create corrosion and piping noise.

FIRE ALARM

Never remove the audio and visual wall indicators when painting or performing other work. Check your smoke stacks annually.

WATER DAMAGE/PLUMBING

Close water valves during periods of prolonged absences. (See page 33)

APPLIANCES

To request service for your appliances, follow the procedure below:

- 1- Send an email (preferably) or contact
Sophie le bire
COMMERCIALE DIVISION
IN CHARGE OF AFTER-SALES SERVICE
T 450-588-0886 ext. 2266
269 Armand Majeau, St-Roch-de-L'Achigan, Qc J0K 3H0
Sophie.lebire@jcperreault.com
- 2- Provide the serial number and model number of the appliance
 - a. for a dishwasher or an oven, it is usually found on a sticker on the side of the door
 - b. for a refrigerator, it is usually on a sticker on the inside of the door
 - c. for a hot plate, it is usually on a sticker under the hot plate
- 3- Provide contact information for a local contact (name, address, phone number)

GENERAL REGULATIONS OF THE COMMON AREAS

The declaration of co-ownership, given to you when you sign your deed of sale by the notary, contains all the rules governing the life of The Newman.

- All co-owners, renters or occupants shall respect the regulations in force (and ensure that the members of their family and all their guests respect the regulations) under penalty of expulsion;
- All persons in the common areas or using the amenities are required to comply with the regulations in force;
- All persons in the common spaces or using the amenities are required to ensure the tranquility of the premises and to respect the other residents on site;
- Smoking is strictly forbidden in all the common areas;
- For your own safety and the safety of all co-owners please follow all instructions and use the common areas and amenities only when they are available and there are no signs indicating that they are closed or undergoing maintenance;
- All co-owners are liable, with respect to the co-owners' association, for any damage caused by their fault or negligence. Thus, all co-owners are required to reimburse the co-owners' association any and all amounts arising following any damage to the common areas caused by a co-owner himself, or by his family or guests.

USE OF THE COMMON AREAS

LOBBY

To access your lobby, you must use the main entrance chip which was given to you at the Cogir's office.

We ask you to please not let anyone enter the lobby that does not have a chip to access it, unless you are authorized to do so or it is someone that you know personally. We also ask that you do not leave any unattended items in the lobby (bikes, bags, etc.)

If you lose your chip that gives you access to the building,, please contact the condominium manager as soon as possible to deactivate your controller and get a new one at your own expense.

PARKING

Parking is located in the basement.

Your parking space, if you have one, has been assigned to you. You should have already received the card that grants access to the parking lots at the same time you received the rest of your keys, at the signing at the notary. If this is not the case, please contact Cogir's customer service by email at service@lenewman.com

If you lose the acces card for the parking area, please contact the condominium manager as soon as possible to deactivate your controller and get a new one at your own expense.

CAR WASH

The car wash is located in basement 1. See the current regulations.

STORAGE

Storage spaces are locked at all times. You should have already been assigned a storage space number and given a key to unlock the room. If this is not the case, please contact Cogir's customer service. For the safety of your belongings, we ask that you respect the storage space assigned to you and that you don't leave anything outside of it.

If you do not have a storage space and you would like to purchase one, you can contact Cogir's customer service to find out if there are any storage spaces still available.

It is important that stored items do not exceed the height of your locker racks as the protection of the sprinklers in case of fire will not be adequate. Also, no equipment should be located above the sprinkler line to avoid an unfortunate snag that could trigger a fire alarm.

RECYCLING AND GARBAGE

The waste and recycling rooms are located in basement 1. We invite you to deposit your garbage and recycling in the containers provided.

No garbage or recycling bags should be left in the hallways or directly on the floor. In order to avoid damage to the corridor carpets, please close your bags tightly and reinforce (double up) those that are more fragile. Cardboard boxes must be dismantled, especially during your move, to avoid clogging the bins.

A garbage chute is located near the elevators on each floor. It is important that you do not throw any loose garbage into the chute and that you always dispose of your garbage in tightly sealed bags. You can slide these bags into the waste chute. If the volume of your bag does not allow it to be inserted into the opening of the waste chute, you will have to take it down to the basement yourself and deposit it in the bin located in the room provided for this purpose.

COLLECTION OF BULKY OBJECTS

Please call the City of Montreal at 3-1-1 for information about the collection of bulky objects.

PLANTING BINS

Planters are available near the Garden Pavilion. Please refer to the Condominium Manager for information on how to use them.

TELECOMMUNICATION ROOM

The main telecommunication room is located on basement 1. Secondary rooms are located on floors 3, 6, 9 and 12 in the corridor.

USE OF THE COMMON AREAS

POOL AND THE GARDEN PAVILION

- A maximum of four (4) guests, including Occupants, per Private Party will be accepted.
- No pets will be tolerated.
- No guest may use the Recreational Facilities without an Occupant of the Private Party present.
- Smoking in any form or vaping is prohibited in all Recreational Facilities.
- The use of speakers is prohibited, the use of headphones is mandatory.
- It is mandatory to clean tables and equipment and replace furniture and equipment after use.
- Carrying chairs, tables, or any other furniture is prohibited.
- No materials, equipment, fixtures, or furniture may be removed from the Recreational Facilities.
- All trash must be disposed of in the trash cans. Recyclable waste shall be deposited in the bins identified for that purpose; persons under the influence of alcohol or drugs are not permitted.
- Appropriate attire is required at all times, any form of nudity is prohibited; elevators are not to be ridden in bathing suits or soaked.
- Any Co-owner or Occupant is required to comply with, and to cause those to whom he or she gives access to the Building to comply with, these rules or risk eviction from the Recreational Facilities.
- Any Owner is personally responsible for any damage and harmful consequences caused to the Recreational Facilities that may result from negligence, misuse, use not in accordance with their function whether caused by him/her, the Occupant to whom he/she grants access to the Building.

The regulations are subject to change. For a complete list of the regulations in effect, please refer to your condominium manager.

TERRACE

- Terrace and pool hours are from 9:00 am to 10:00 pm daily.
- Smoking is strictly prohibited on the terrace.
- No glass containers will be tolerated in these areas.
- Access to these places is reserved for the owners, tenants and their occasional guests (2 maximum). We count on the cooperation of all to see to the proper sharing of the furniture.
- Children under 18 years of age are allowed on the terrace and pool only in the company of a parent and are under the parent's full responsibility.
- Access is prohibited to anyone who is intoxicated or under the influence of drugs.

- No animals will be tolerated on these premises.
- The Manager and Union reserve the right to limit access to certain sections of the patio and/or to set forth new rules when the safety or welfare of persons is at issue.
- The Manager and Union have full authority to enforce regulations, safety, sanitation and good conduct. The administration reserves the right to expel individuals who do not follow the rules.
- The manager and union are not responsible for lost or stolen items.
- Any incident must be reported to the manager as soon as possible.
- Anyone found guilty of assault, indecent acts, or vandalism will be expelled immediately and is subject to legal action.

The regulations are subject to change. For a complete list of the regulations in effect, please refer to your condominium manager.

GYMNASIUM

- The gym, located in the Garden Pavilion, is accessible daily from 6:00 a.m. to 11:00 p.m. with your chip.
- Pets are not allowed in the gym.
- Music listening must be done with headphones to avoid disturbing other residents.
- Each housing unit may invite a maximum of one (1) guest into the gym. Those under the age of seventeen (17) must be accompanied by an adult.
- It is essential to clean the equipment and reposition the equipment after each use.
- Please place free weights gently on the floor to avoid noise that may cause inconvenience to others.
- Appropriate attire, i.e., clothing that also covers the upper body and the wearing of shoes, is mandatory.
- No food or drink is allowed, only bottled water is permitted in the gym.
- We also ask that you leave equipment on site for all residents to enjoy.
- Please do not leave any personal items in the gym after you leave.

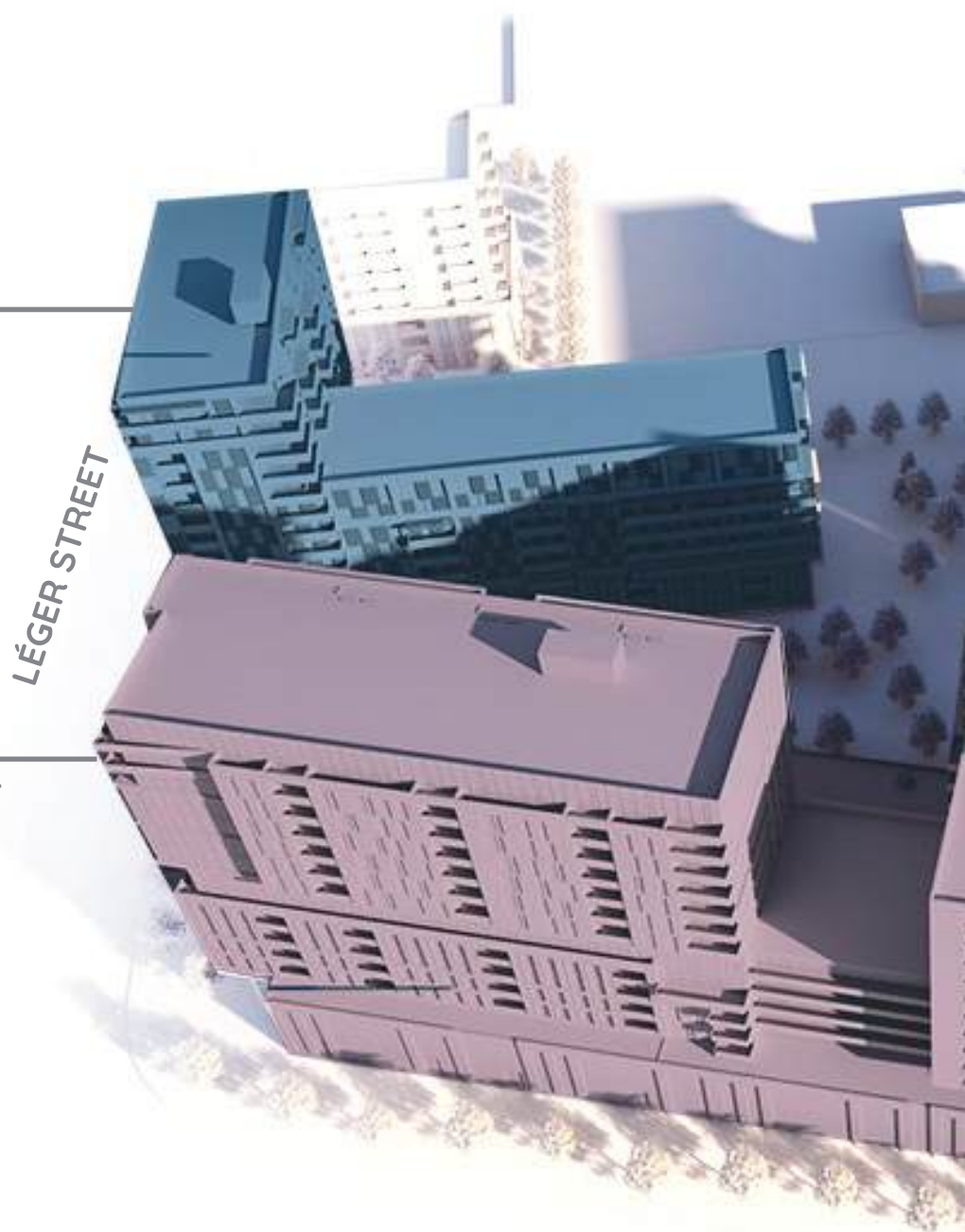
The regulations are subject to change. For a complete list of the regulations in effect, please refer to your condominium manager.

MOSTRA
(APARTMENTS)

JAZZ
(PRIVATE RETIREMENT
COMMUNITY)

LÉGER STREET

NEWMAN BLVD



GARDEN PAVILION

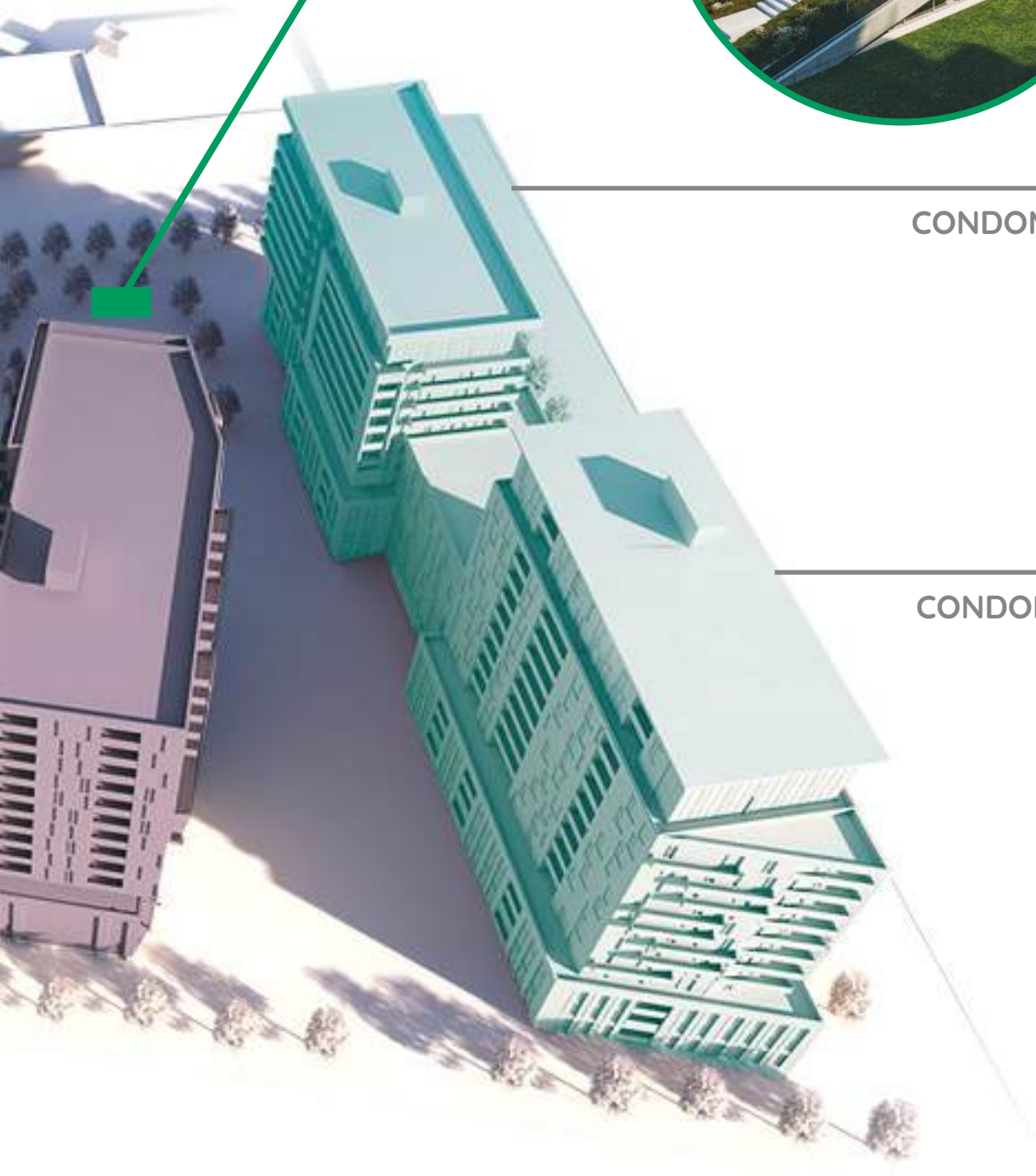


PHASE 1

CONDOMINIUMS

PHASE 2

CONDOMINIUMS



BASEMENT 1



CAPTION

- | | |
|--|---------------------------------|
| STORAGE SPACES | 3. ELECTRIC ROOM |
| 1. GARBAGE ROOM & COMPACTOR | 4. MAIN TELECOMMUNICATIONS ROOM |
| 2. RECYCLING ROOM | A. ELEVATORS |

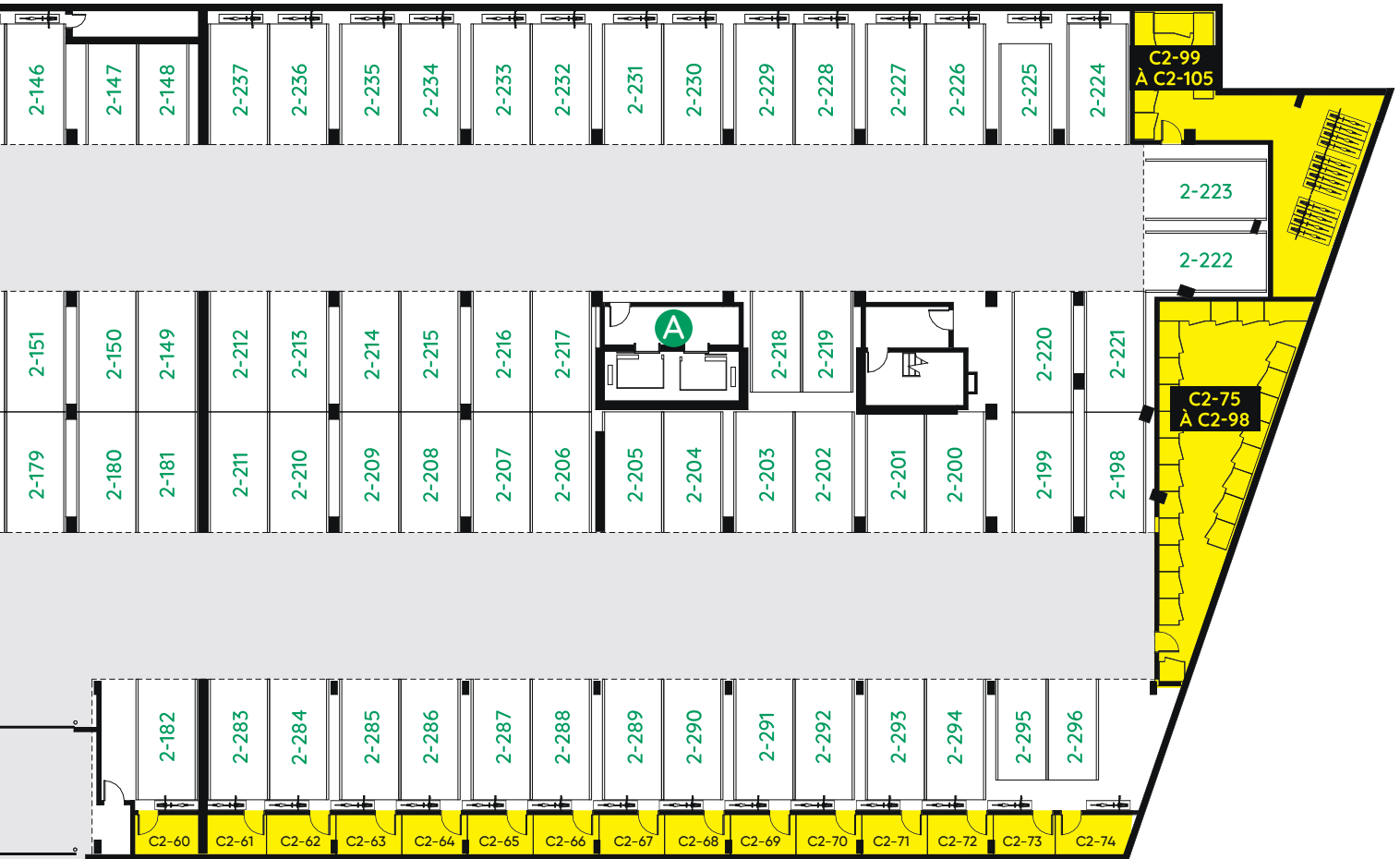


BASEMENT 2



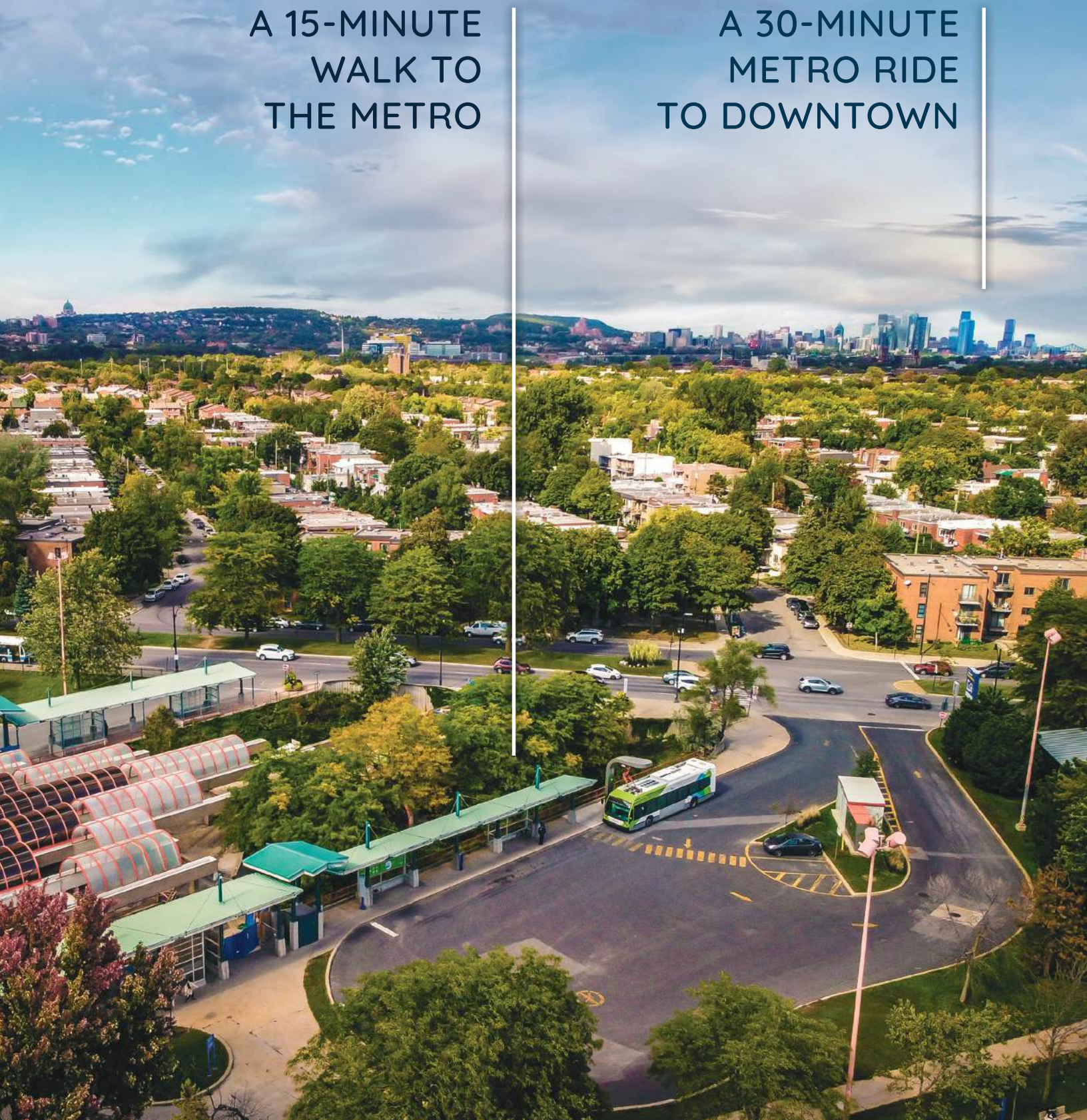
CAPTION

- STORAGE SPACES
- A.** ELEVATORS



A 15-MINUTE
WALK TO
THE METRO

A 30-MINUTE
METRO RIDE
TO DOWNTOWN



THE ANGRIGNON NEIGHBOURHOOD

Located on the lively Newman Boulevard, with its many restaurants, Le Newman is close to Carrefour Angrignon and its shops. There is easy access to the STM's public transit and the Angrignon metro station is nearby. Everything is at hand to make your daily life more enjoyable. Do you feel the urge to shop, to go to a restaurant with friends or to simply relax in the park? You will find all that nearby in your new neighbourhood.







MY TELEPHONE DIRECTORY

MY CONDO

PROPERTY MANAGER

Gestion BRT

T 438 788.2118

C lenewman@gestionbrt.com

NOTARY

Josée Bergeron, notaire

Millowitz Hodes Bergeron, notaires

3433 Stanley Street

Montreal (QC) H3A 1S2

T 514 879.1341 ext. 126

T 514 879.1340

COGIR – CUSTOMER SERVICE

Le Newman

C service@lenewman.com

WARRANTY PLAN

Plan de garantie ACQ

9200 Métropolitain blvd E.

Montreal (QC) H1K 4L2

1-800 956.7526

www.qualitehabitation.com/plan-de-garantie-acq

MY SUPPLIERS

HYDRO-QUÉBEC

Monday to Friday

8 am to 6 pm

T 514 385.7252

All information on power outages and return of service is available here:

www.pannes.hydroquebec.com/pannes

GAZ MÉTRO / ÉNERGIR

Monday to Friday

8 am to 6 pm

T 1-800 875.6202

VIDÉOTRON

Cable and telephone services

Monday to Friday

7:30 am to 9:30 pm

Saturday to Sunday

8 am to 5:30 pm

T 1-800 512.0911

BELL

Cable and telephone services

Monday to Friday

8 am to 7 pm

Saturday to Sunday

8 am to 5 pm

T 514 310.2355

APPLIANCES

JC Perreault

Sophie Le Bire - Division commerciale

Responsable service après-vente

T 450 588-0886 ext. 2266

C sophie.lebire@jcperreault.com

FLOORING AND CERAMIC

Les intérieurs Bousada

T 450 242.1988

QUARTZ

Grani-Bois Concept Inc.

1764 Rang 10

Lac-Mégantic (QC) G6B 2S3

T 819 583-6133

F 819 583-6141

C info@granibois.com

AIR-CONDITIONING

Promath

T 450 681.9144

KITCHEN AND COUNTER

Cuisines Ambiance

T 450 915.9625

PLUMBING

Plomberie JL Inc.

T 450 670-4059

www.plomberiejl.com**ELECTRICIAN**

Roberge et Lambert

T 514 645.0519

www.robergeetlambert.com**WINDOWS**

Altek portes et fenêtres

T 418 397.4040

www.fenetresaltek.ca**MY BOROUGH****CITIZEN SERVICES****BUREAU ACCÈS LASALLE**

55 Dupras Avenue

LaSalle (QC) H8R 4A8

Monday to Tuesday

8 am to 4:45 pm

Wednesday to Thursday

8 am to 7 pm

Friday

8 am to 12 pm

T 3-1-1

C vsp@ville.montreal.qc.ca**ÉCOCENTRE LASALLE**

7272 Saint-Patrick Street

LaSalle (QC) H8N 2W7

T 514 872.0384

**CENTRE COMMUNAUTAIRE
LASALLE**

15 LaSalle Avenue

LaSalle (QC) H8R 3N2

T 514 363.4506

**EMERGENCY AND
HEALTH SERVICES****POLICE – FIREMAN –
AMBULANCE**

9-1-1

POSTE DE QUARTIER 13

8745 LaSalle blvd

LaSalle (QC) H2R 2Y2

T 514 280.0131

HOSPITAL DE LASALLE

8585 Champlain Terrain

LaSalle (QC) H8P 1Z2

T 514 280.0113

CLSC DE LASALLE

8550 Newman blvd

LaSalle (QC) H8N 1Y5

T 514 364.2572



Unfortunately the technical documentation provided by some of the suppliers is only available in French.
If you need to, you can contact the companies directly for specifications.



TECHNICAL AND MAINTENANCE

KEY LIST*

**BUILDING FRONT DOOR AND
COMMON AREA ACCESS:**
UNIT DOOR:

2 CHIPS
2 KEYS
SERRURE AUGUST (AUGUST.COM)

MAIL BOX:

2 KEYS

STORAGE ROOM:

CHIP ACCESS TO THE BUILDING AND/OR 2 KEYS
PER STORAGE ROOM

PARKING:

1 CARD
PER PARKING

SERRURE AUGUST :

DOWNLOAD THE APPLICATION ON YOUR PHONE



*If lost, please call the property manager (Solution Condo - 514 935-6999). Please note that you will be charged a fee.

WHITE PAINT-USEFUL INFORMATION

CEILINGS, WALLS, DOORS, FRAMES, BASEBOARDS

COMPAGNY:

BENJAMIN MOORE

COLOR:

6038 OC-65
(LARGE OPEN AREA CEILING)

6046 OC-65
(WALLS, CEILINGS AND OTHERS)



APPLIANCES

LOFT 24" MODEL

**YKMHC319ES**

30" microwave, hood/
convect oven

**KECC056RBL**

15" cooktop with two burners

**BRFB1044SS**

24" stainless steel
refrigerator

- 10.34 pi³
- Energy Star

**DWS51502SS**

18" built-in dishwasher
with front panel

- 5 washing programs
- Stainless steel interior
- Energy Star

Offerts en exclusivité par
Offered exclusively by
 JCPerreault

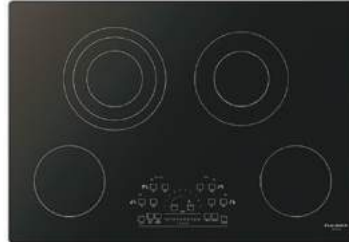
APPLIANCES

1 BEDROOM MODEL



F1SP30S1

30" convection wall oven



F6RT30S2

30" cooktop with four burners



NNST6815C

20" countertop
microwave oven



INSM24GR

Built-in hood



BRFB1044SS

24" stainless steel
refrigerator

- 10.34 pi³
- Energy Star



DW25502SS

24" built-in dishwasher
with front panel

- 5 washing programs
- Stainless steel interior
- Energy Star

Offerts en exclusivité par
Offered exclusively by
JCPerreault

APPLIANCES

STANDARD MODEL



F1SP30S1

30" convection wall oven



F6RT30S2

30" cooktop with four burners



NNST6815C

20" countertop microwave oven



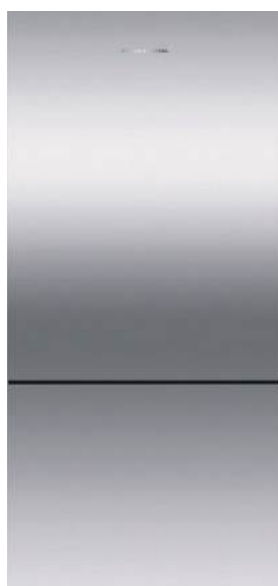
F7IT30S1

30" Induction cooktop



FISAB22B3SS

Built-in hood



RF170BRPX6-N

32" stainless steel refrigerator

- 17.5 pi³
- ActivateSmart™



DW25502SS

24" built-in dishwasher with front panel

- 5 washing programs
- Stainless steel interior
- Energy Star

EXTRA 900 \$

Offerts en exclusivité par
Offered exclusively by
JCPerreault

CLOSING YOUR MAIN WATER LINES

Each condo is provided with an access hatch located in the bottom of a wall and most often located in a closet or in the laundry area. We recommend that you locate it and make sure it remains clear at all times. During work, water damage or prolonged absence, we recommend that you close the cold water and hot water valves.

- 1- Using a flathead screwdriver (or butter knife), remove the latch from the hatch.
- 2- Then turn the handles so that they are perpendicular to the pipes.



closed

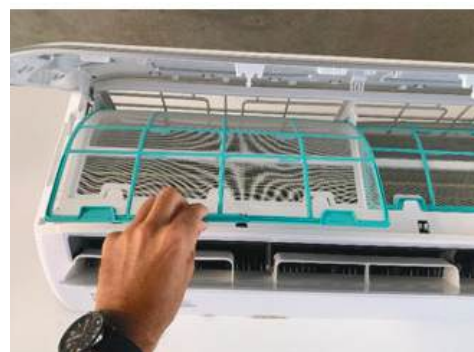


open

AIR CONDITIONER MAINTENANCE

If your condo is equipped with one Elios air conditioner by Master. Regular cleaning of the filter is essential. Refer to the supplier's operating handbook. We recommend that you carry out this activity at least four (4) times per year.

Using a stepladder, open the access panel (it is held in place by a hinge on the side) and remove for cleaning the filter which is supported by brackets on the unit's side. After washing and drying the filter, replace it in the same manner, and close the panel.



If the filters are not cleaned regularly, the air conditioner components could be damaged and the unit's warranty will be void. In addition, if the filters are clogged, water or condensation will likely overflow the unit. In some cases the filters are visible through the return air grille when access through the hatch is not possible.

Refer to the manufacturer's instruction manual for additional information.

AIR EXCHANGER MAINTENANCE

Your condo is equipped with an VANEE air exchanger which is located in the front hall closet. This air exchange system refreshes your condo's air. It removes the condo's spent air through the bathroom's ventilator and introduces outside fresh air in each room through the vents. This is what we call air exchange.

It is activated with the Ventilation control found in the living room and in the bathrooms.



When the system is turned on, the air exchanger immediately activates the bathroom's ventilator. This is normal as they are linked. One part brings in fresh air while the other simultaneously removes the spent air.

It is important to carry out a semi-annual maintenance of the module's filters and central core. Refer to the owner's manual to order the parts.



****Note:** In some situations, for filter access, it is possible to remove the door completely from the hinges by moving it to the left.

Refer to the manufacturer's instruction manual for additional information.

WINDOW CONDENSATION

Quebec has a special climate that requires some adaptation: cold and dry in winter, hot and humid in summer. Humidity management in the units is one of the first causes of irritation for new condominium residents. To alleviate this problem, a new equipment is now mandatory in new constructions: **the air exchanger**

This machine brings outside air called “*fresh air*”, filtered and heated, into your unit, then takes out the air of your unit called “*stale air*”, loaded with condensation and humidity.

In the past, buildings were less well insulated and the exchange of air and humidity was done through the walls, frames and doors, which is why there were fewer problems with condensation.

The new constructions being very (too) airtight, the air exchanger makes it possible to palliate this problem by ensuring the circulation and the renewal of the air at any time.

When warm air, loaded with water vapor, comes into contact with a sufficiently cold surface, it reaches its dew point; this is when the water vapor condenses and turns into drops on colder surfaces, such as windows, certain concrete surfaces and even certain colder exterior walls that are too close to furniture. In winter, this situation is common since the windows bridge the gap between the negative outside temperatures and the warmer temperature inside a unit (usually around twenty degrees Celsius). Added to this is the humidity that is created by the occupants' living habits.

With a few good recommendations, you will quickly be able to learn how to tame your air exchanger according to your activity and the number of occupants. **The humidity level in your unit is influenced by many personal factors (number of occupants, hygiene habits, cooking habits, etc.) and by the characteristics of your unit (size, orientation, floor on which it is located, etc.).**

If you notice condensation on your windows, on the concrete parts of your unit or on the exterior walls, here are the first steps to take:

- Make sure to **turn on your air exchanger** (intermittent or continuous function, depending on your model) as well as **turn on the mechanical ventilation in your bathroom** when you take a shower or a bath;
- Get a good quality hygrometer to **monitor the humidity level** in your condo and maintain it according to the relative humidity chart (see table below);
- Be sure to keep the windows **clear of curtains**, blinds or any other furniture to ensure ventilation and air movement on these elements;
- When cooking (hot plate or oven), it is recommended to **use your hood** to evacuate water vapors and to increase the power of your air exchanger;
- Make sure your **filters are cleaned or changed** regularly.

A better understanding of your air exchanger has many benefits, such as humidity management which will make the quality of life in your unit more pleasant, reduction of condensation on the windows, which can lead, if neglected, to water infiltration and mold growth on the window frames and walls as well as preservation of your floor, which does not appreciate high humidity variations.

Outdoor temperature	Recommended indoor relative humidity to avoid condensation
-30°C	15%
-29°C à -25°C	20%
-24°C à -18°C	25%
-17°C à -12°C	30%
-11°C à -6°C	35 %
-5°C à 0°C	40%





FREQUENTLY ASKED QUESTIONS

IN MY CONDOMINIUM

If I have a problem in my apartment (window that doesn't close properly, cabinets that do not fit properly, etc), what should I do?

If you are still within the 1 year warranty period, send a detailed email with a picture (if possible) to Cogir's after-sales service by email: service@lenewman.com, to report the breakage.

If the warranty period has expired, please refer to a certified specialist.

If you have an emergency (water leak, water infiltration or other) please contact the emergency services of Solution Condo at 514 935.6999

Can I change the locks of my unit?

Yes, but you must absolutely give the manager of the Co-owners Association a duplicate of the new key. However, you may not change the design or model of the lock.

Can I make copies of my keys?

Yes, you can do it yourself at a locksmith or hardware store.

Am I allowed to have a pet in my unit?

Dogs and cats are allowed in the current co-ownership charter. To find out which pets are allowed and which are not, please refer to the rules in force of the Co-owners Association.

What do I do if I lose my remote for the garage or my access card?

You must contact the manager of the Co-owners Association to deactivate it and order a new one, at your own expense.

How does the intercom work?

When visitors or delivery people dial the code assigned to your unit, your telephone will ring. The call must be answered by picking up the phone and you must then dial «9» to activate the automatic unlocking of the front door.

If you wish to change the phone number assigned to your condo, please contact your Condominium Manager.

COMMON AREAS AND OTHER SPACES

Can I put my shoes and any other object (umbrella, stroller, entrance mat, etc.) in front of the door of my unit (in the hallway)?

No. It is not permitted to leave shoes and other objects in the hallways according to the building rules.

Are BBQs permitted?

Yes, BBQs are permitted under the current Co-owners Syndicate charter.

Can I put a satellite dish on my balcony?

No. For access to cable, there is a telecommunications room located on each floor of the building. Contact Bell or Videotron for connection. Satellite dishes are not permitted. Be sure to consult the Co-owners Association regulations in force for details.

Can I store items in my parking area?

No. No items other than a vehicle or a bike (locked on the bike rack) can be left unattended in the parking area.

Can I store my tires in my storage/parking space?

No, no tire storage is permitted in the basement.

**For more information, please refer to the Building Rules, included in the Declaration of Co-ownership*

FINANCIAL MATTERS

Does The Newman have a guarantee plan that protects consumers?

The Newman subscribes to the guarantee plan for new homes, the Plan de Garantie ACQ Inc. For more information call 514 354.7526

What is the Plan de Garantie ACQ Inc.?

The Plan de Garantie ACQ Inc. is an administrator that guarantees the work of contractors in order to protect consumers, i.e. they are responsible for the work performed by contractors and apply the guarantee if a contractor cannot meet his obligations. By choosing a licensed ACQ contractor, you are ensured that you are dealing with a competent and recognized contractor.

YOUR GUARANTEE

Remember that the developer offers a one-year guarantee from the signing of the deed of sale for the correction of any defects*.

Once this period has expired, the client is invited to contact the new home guarantee provider and/or directly the supplier concerned, depending on the type of problem to be reported.

*Essentially, a defect is a poorly executed work, but which does not affect the structure of the building. It is a minor defect, without any element of seriousness, which does not cause major inconveniences or risks for the safety of the occupants or for the integrity of the building.





