Winkleigh Co-operative Housing Corporation



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winkleighcoop@gmail.com www.winkleighcooperativehousing.weebly.com

July 7, 2022

Dear Member(s):

In an effort to ensure member files are accurate and up to date, you are required to complete and return the attached Member Information Forms. The information on the forms, particularly the emergency contact and number of people residing in a unit, is needed to ensure the safety of our members in the event of an emergency.

The forms are due back in the office by **Thursday July 27th, 2022**

For your convenience, you may:

* drop them off anytime in the secure mail slot located under the office air conditioner
* scan and email them to the office at [winkleighcoop@gmail.com](mailto:winkleighcoop@gmail.com)
* or go to the website [www.winkleighcooperativehousing.weebly.com](http://www.winkleighcooperativehousing.weebly.com) and use the fill-in form located under the members’ section and email it to the office.

If you have any questions or concerns, please feel free to contact me in the office.

Thank you for your co-operation.

Sincerely,



Kelly Jackson

Property Manager

Community Housing Management Network

Winkleigh Co-op