# Memo for Members ~ February 2023

### **2022 Tax Receipts**

If you need a rent receipt to file your 2022 income taxes, please call or email the office at winkleighcoop@gmail.com



## **Office Updates**

Please welcome Kristle Par, the new administrative assistant in the office. Kelly will be onsite Tuesdays and Wednesdays and Kristle, will be here on Mondays and Fridays. The office is closed on Thursdays.



The office will be closed on Monday February 20<sup>th</sup> for Family Day.

### **Inspections**

The units that were missed during the annual unit inspections will be scheduled in March. Members will be advised of their scheduled date later this month.



#### **After Hours Maintenance**

For maintenance emergencies after hours and on closed office days, please text or call the on-call director at 905-975-7819



#### **Service Calls**

For hot water tank related issues please call Reliance at 1-866-735-4262 For furnace/air conditioner related issues please call Reliance at 1-888-837-1451

Management