

Memo for Members ~ April 25th 2019

Staff Holidays ~

The office will be closed for staff holidays May 9th – 23rd. Non-urgent messages can be left on the office phone and will be checked when the office re-opens. Access to email will be very limited. Megan in unit #43 will have the on-call cell phone for maintenance emergencies only. Megan will also have the shed key.



Work Orders ~

A blank work order is attached for you to use while the office is closed. If you have a maintenance request, please leave the completed form in the Work Order mailbox outside of the park hall. Zibi will be checking these when he comes in.



Spring Clean Up ~

We will be getting the bins again for bulk items. Bins will be on site over the May long weekend. Bins will be dropped off on the Thursday (May 16th). Further details regarding parking, what can and cannot go in will be sent out in the coming weeks.



Online Payment of Housing Charges ~

The office would like to do a quick poll of the members to see if you would be interested in having an online paying option for your housing charges. It would work the same as other bills you pay through online banking. There is a transaction fee of \$1.13. Please let the office know by either calling or emailing at winkleighcoop@gmail.com.



Lawn Maintenance ~

Our Spring/Summer lawn care has begun. Members are asked to make sure garbage and items are cleared from behind their units and front lawns, when not in use. If the grass cutters cannot access your lawn because of toys, chairs, garbage etc. your lawn will not get cut.



Thank you for your co-operation

Management