

## Memo for Members ~ August 28, 2018

### Office Walkway Repairs ~

The walkway leading up to the park hall is being repaired on Friday August 31st. This area will be off limits while the work is going on and while the asphalt is settling. Members are responsible for ensuring their children stay away from the area.



### Staff Holidays ~

The office will be closed for staff holidays September 13<sup>th</sup> – 27<sup>th</sup>. 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.



### Housing Charges ~

Arrears and late payments are still an ongoing issue. Late charges aren't cheap! \$25.00 – 1<sup>st</sup> late, \$50.00 – 2<sup>nd</sup> late and \$75.00 – 3<sup>rd</sup> and each late after in a 12-month period.

Members are responsible for:

- Paying your housing charges in full and on time each month
- Notifying the office **ahead** of time, if you are going to be late with your housing charges.
- Ensuring that if you cannot make it to office to pay debit during regular office hours, a bank draft, money order or cheque are dropped off to the office to avoid late charges. These are to be left in the mail slot located under the office air conditioner.
- Arranging for a repayment plan with the office as soon as possible if you are unable to make your full housing charge payment. \*Management has the authority to approve the first request for a repayment agreement made in a year as long as the agreement provides for a full payment within 60 days in addition to the normal housing charges within that time. Anything over and above this must be submitted to the board for approval.

### Eavestroughs ~

Starting mid-September, Zibi will be inspecting/cleaning the lower eavestroughs and downspouts.



### 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.

Thank you for your co-operation

Management