

# Memo for Members – January 22nd, 2019

**2018 Tax Receipts** ~ If you need a rent receipt to file your 2018 income taxes, please call or email the office at [winkleighcoop@gmail.com](mailto:winkleighcoop@gmail.com)

**Vehicles** ~ Members are reminded that all vehicles on co-op property must be road-worthy (operational and plated with current sticker). There is no parking in the laneway in front of the units. Avoid any unnecessary tickets and/or towing by adhering to the co-op's vehicle policy.



**Staff Training** ~ The office will be closed at noon on February 5<sup>th</sup> and all day on the 6<sup>th</sup> and 7<sup>th</sup> for out-of-town management training. Maintenance will still be on-site during their regular time. If you have a maintenance emergency during this time, please call the on-call cell 905-975-7819.

**Furnaces** ~ If you have an issue with the furnace, members are asked to call Reliance directly at 1-888-837-1451



**February Housing Charges** ~ A reminder that because February 1<sup>st</sup> falls on a Friday, the office will be closed on the Monday of that week (28<sup>th</sup>) and open on the Friday for housing charge collection. Housing charges are due on Friday February 1<sup>st</sup>. Late charges will apply on February 5<sup>th</sup> unless a payment agreement has been arranged.

**Website Reminder** ~ member can submit online maintenance work order requests, by-laws and view current and past memos on our website: <https://winkleighcooperativehousing.weebly.com/>



Thank you for your co-operation

Management