

Memo for Members ~ July 30th, 2018

Duct Cleaning ~

Starting August 23rd, we will be cleaning the ducts in each unit. It should take approximately 9 days to complete all the units. In order for them to work quickly and efficiently, members are to:

- Make sure there is access to each vent and to the ducts in the basement
- Make sure someone is home on the day you are scheduled to allow access.
- Ensure your driveway is accessible for their truck and equipment.

It is anticipated that they will start at unit #1 – 960 and go in order. Once a more definite schedule is given, members will be notified.

Central Air ~

Those members that have central air installed are reminded that they need to change their furnace filter monthly to ensure proper air flow. Furnace filters are available in the office. If you have any issues with your central air unit, please contact their service line at 1-866-755-4262. You will need to let them know the account is listed under Winkleigh Co-op.



Maintenance Hours ~

Zibi's hours for on-site maintenance have been adjusted slightly. He will be on site Mondays and Tuesdays from 1pm – 7pm and Thursdays from 8am – 7pm. He will no longer be here on Wednesdays and Fridays.

Please note that Zibi is on vacation starting July 30th and will return on Tuesday August 7th. Outstanding unit inspections will resume when he gets back.

Unit Exteriors ~

Members are reminded that they are responsible for maintaining their unit exterior. This includes overgrowth of vegetation along the side, back and front of your unit. Keeping these areas neat and clean will help deter pests and rodents along with improving the curb appeal.



Members are also reminded that the area behind their fenced backyard is not to be used for storage of unwanted items.

Thank you for your co-operation.