

Carleton Condominium Corporation No. 542
Sandcliffe, Winterburn and Grandcourt

TO: All Owners

FROM: Condominium Management Group
CCC542 Board of Directors

DATE: May XX, 2023

RE: Eaves Trough Cleaning + Spring Inspection

Two upcoming dates:

Eaves Trough Cleaning - DATE

The Corporation has hired Centaur Enterprises Ltd. to clean and perform repairs to the eaves troughs on each unit. Any major repairs to the eaves troughs will be flagged and carried out on another day.

We ask for your assistance by ensuring that, for privacy reasons, your blinds or curtains are closed.

The contractor may temporarily need access to your driveway to position their ladders.

Non-resident owners are responsible for making their tenants aware of this work.

Annual Spring Inspection – Tuesday, June 6, 2023

Several board members, the Property Manager and a representative with general contractor Centaur Enterprises Ltd. will be walking the property to flag repairs to: parking, window wells, outside vent covers, caulking around natural gas outlets, water bibs and electrical receptacles in rear of unit, caulking around lower level and first level windows, outdoor electrical receptacles off back porch and back porch lights. We will also be taking note of front walkways and driveways.

We remind owners and residents to practise physical distancing (2 m or 6 ft) with the workers while they are on site.

Should you have any concerns about your unit, please advise Christine Rausch, Property Manager (phone 613-237-9519 ext. 109).

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We thank you for your cooperation, understanding and patience.