

IMPORTANT NOTICE

To: Residents & Owners of 2nd, 3rd, and 4th Floor Units
From: Strata Council
Date: October 16, 2008
Subject: Unit keys required - Hallway Carpet Installation

Hallway carpets on the second, third and fourth floors are scheduled for installation starting **Monday October 27, 2008**.

All Residents and Owners of 2nd, 3rd and 4th floor units in Hampton Court and Churchill Place need to **provide unit keys** to council **prior to the installation date**, so the carpets can be installed under the door jams of each unit.

You can drop off your unit key in the council mailbox located in the front lobby or to the following council members:

Roger Taylor	HC417	Tel: (250) 383-9061
Donna Bishop	HC104	Tel: (250) 383-1945
Tracy James	CP209	Tel: (250) 598-9833

When dropping off your key, please make sure to label it with your building and unit number (like CP107 or HC311). Only drop off the unit key. Please do not include a key chain, as this makes it hard to slip keys under a door, if needed.

If you have any questions regarding this notice, please do not hesitate to contact Roger Taylor at (250) 383-9061.

Thank you.