

Annual General Meeting

This year's AGM will be held:

Place: **Royal Canadian Legion - Auditorium**
411 Gorge Road East
(entrance on Dunedin)

Date: August 16, 2001

Time: 7:00pm

Hope to see you there. Don't forget to give someone your proxy, if you cannot attend.

Strata Web Site

A new web site has been created for strata documents: <http://members.home.net/sp2720> On this site, you will find:

- **Latest News Letter**
- **Rules, Regulations & Bylaws** (for all residents)
- **Welcome Package** (for new tenants & owners)
- **Building Envelope Reports**
- **Long-Term Maintenance & Repair Plan**
- **Annual Building Inspection Reports**
- **Form K's** (required for changes in tenancy)
- **Owner/Tenant Information Form** (required prior to move-in for enterphone programming and elevator keys/blankets)

At the present time, past minutes and financial statements are not on the web site, but can be obtained from Baywood Property Management.

Baywood has Moved?

No, it's not your imagination. Baywood Property Management has moved. Their new address is:

2019 Oak Bay Avenue
Victoria, BC V8R 1E5

It is right next door to where they used to be, so their postal code, phone number, and fax number have not changed. Please address all mail to their "new" address.

Annual Building Inspection

Our annual building inspection for 2001 has been completed and the results were better than anticipated. If you would like a copy of the report, please go to the strata web site at <http://members.home.net/sp2720> or you can call Baywood at 592-5852 and have it mailed or faxed.

Gas Fireplace Meter Readings

It's that time of the year again. Please get your fireplace gas meter reading in by the AGM (August 16, 2001). You can phone, fax, email, snail-mail or drop the reading into the council mailbox. Be sure to include the Date, Building Name, Suite Number, Gas Meter Reading, your

IN THIS ISSUE:

- Annual General Meeting
- Strata Web Site
- Baywood Has Moved?
- Annual Inspection
- Gas Fireplace Meter Readings
- Emergency Preparedness
- Volunteer Waterers Needed

name and phone number. Contact information is below and a meter reading form should be attached:

Phone/Fax: (250) 383-9061

Email: sp2720@home.com

Mail: Roger Taylor
#417-545 Manchester Rd
Victoria BC, V8T 5H6

Emergency Preparedness

In order to help prepare for emergencies, council is distributing the following items to all residents at 545 Manchester and 520 Dunedin:

- Resident Emergency Preparedness Information
- 5 Steps to be More Prepared
- Emergency Supply Checklist

Residents are asked to complete the Resident Emergency Preparedness Information form and return it to Tom Myrick at their earliest convenience. These forms will also be available on the strata web site very soon.

Volunteer Waterers Needed

Due to the current watering restrictions, hand watering is required. Although some people have already stepped forward to help water our trees and shrubs (a special thank you to Mary MacDonald and Bea Ward), more help is needed. If you can spare some time to water plants, please contact Tom Myrick at 384-3617. Thanks ☺

As usual, if you see anything that you feel council should be aware of, please don't hesitate to contact us. Like you, we want our home to be safe and enjoyable. See you at the AGM!