

NOTICE

To: All Residents with Gas Fireplaces
From: Roger Taylor, Strata Council
Date: June 19, 2009
Subject: Request for gas fireplace meter readings

All residents with gas fireplaces are requested to read their gas fireplace meter and provide the reading to council by **June 30, 2009**.

HOW TO READ YOUR GAS METER

The fireplace gas meter is located at the bottom of the fireplace, behind the brass slats. The gas meter is rectangular with a LCD display. The brass slats pop-out, if needed, but most gas meters are readable with a flashlight without removing the slats.

PROVIDING YOUR GAS METER READING

An owner, tenant, or resident of the unit can provide the gas reading. When submitting your reading, please include:

- Date
- Your name
- Suite number
- Building name or address
- Meter reading

You can submit the gas readings by any of the following methods:

Email:	strata2720@shaw.ca
Voicemail / Fax:	(250) 383-9061
Lobby mailbox:	The only mailbox with a horizontal slot cut in it
General mail:	Strata 2720, c/o Roger Taylor #417-545 Manchester Road Victoria, BC, V8T 5H6

Please provide your gas meter reading by **June 30, 2009**.

Thank you for your time. Should you have any questions or difficulties, please contact Roger Taylor at 383-9061.